



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	AUSTRALIAN-ASIAN ASSOCIATION
ACCESSION NO	1985.0094 and 1997.0080
CATEGORY	Community and Political, organisations
ACTIVITY	Community organisations
DATE RANGE	1956-1984
SIZE OF COLLECTION	42 archives boxes
HISTORICAL NOTE	<p>The Association was formed in 1956 by Charles Lowe and R.G. Casey with the aim to promote friendship between Australians and the people of Asia and to develop knowledge and greater understanding between the regions. The Association has always maintained a non-sectarian and non-political position. The aims were achieved by contacts cultivated by a range of social and diplomatic functions, educational activities and hospitality schemes, the Women's Group, Host-Family Scheme and the Junior Group. The Association's profile has been heightened by its first distinguished Presidents, Sir Charles Lowe and Sir Edward "Weary" Dunlop. The Geelong Branch folded in the late 1980s.</p>
DATE OF TRANSFER	
ACCESS CONDITIONS	Access: Open
DESCRIPTION	<p>Constitution and rules; annual general meetings 1956-1981; executive committee minutes 1956-1984; correspondence 1957-1984; financial material i.e. cheque butts, receipts, bank statements; membership material i.e. registers of members and subscriptions, lists, applications; Women's Group material i.e. minutes, financial, functions, correspondence; Functions Committee material i.e. minutes, financial, correspondence, events; Geelong Branch, Younger Members and Host Family material; photographs; publications.</p>
NOTE ON COLLECTIONS	
NOTE ON LISTING	
LISTED BY	

DATE	
------	--

AUSTRALIAN-ASIAN ASSOCIATION OF VICTORIA

HISTORICAL NOTE

The Australian-Asian Association of Victoria was founded to foster and promote friendship and goodwill between Australians and the people of the Asian region. The intention of the Association was also to develop greater knowledge and understanding between Australia and Asian countries. With these objects it has undertaken a wide range of activities that extend over the fields of education, communication, the arts, social functions, hospitality, welfare and assistance projects.

The Association was formed on 26 April 1956, at the suggestion of R.G. Casey, who as Minister for External Affairs recognised the need for Australia to maintain good relations with the Asian community. It was an inspired creation in a time when anti-communism and suspicion had existed since the previous World War. At Casey's request, Sir Charles Lowe accepted the position of President, and he guided the Association with distinction until his resignation in 1965. He was subsequently succeeded by Sir Edward Dunlop whose dedication and profound knowledge of Asia proved invaluable and heightened the Association's profile. Sir Edward's link with the Association endured until his death in 1993.

In 1957 the Women's Group was established and has accumulated a creditable record of projects - humanitarian, hospitality, fundraising and educational. An enthusiastic Junior Group (later the Younger Members' Group) was also formed soon after. A Branch of the Association was organised in Geelong in 1958 and another in Ballarat six years later. The Association, in 1966 also pioneered the development of a Host Family Scheme in response to the growing number of Asian students arriving in Victoria. The Scheme, run in conjunction with the Australian Development Assistance Bureau was intended to assist and befriend students.

The objectives of the Association were achieved by personal contacts cultivated by a range of social and diplomatic functions, educational activities and hospitality schemes. Welfare and financial assistance was never an articulated objective. However, donations and appeals were constantly arranged for the relief of poverty, national disasters and special projects i.e. the plight of Australian-Japanese children in Japan and Dried Milk for India.

Membership was open to both Australians and to people resident in Australia from Asian countries that had diplomatic ties with this country. The Australian-Asian Association has always maintained its non-political and non-sectarian position, although close liaison has existed with Federal and State Government Departments

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

and with diplomatic authorities.

THE COLLECTION

The diverse aims and activities of the Australian-Asian Association are reflected in this collection. Unfortunately the material is somewhat fragmented and many of the documents from the early period have been lost or destroyed. Financial material is similarly incomplete and includes a partial collection of cheque book butts, receipt books deposit books and bank statements. This is with the exception of the substantial number of analyses of receipts and expenditure and actual receipts recording payment for various expenses.

There is also a significant amount of correspondence revealing a wealth of information about the Association, including general matters, financial and membership details, functions and special appeals supported by the Association. Membership material is also well represented and includes registers of members from 1956, membership subscription receipt books, membership subscription slips and completed membership application forms.

The Australian-Asian Association Women's Group has retained an abundance of Minutes of Meetings, correspondence and financial material. This Collection also offers material relating to the Functions Sub-Committee and the many events, tours and seminars arranged and held by the Association. The creation of the Australian Council for Overseas Aid and the Association's consultation and involvement with the ACFOA body emerges in the surviving Minutes, Correspondence and publications.

Documents from other Sub-Committees are incomplete and include only minimal material from the Geelong Branch, Younger Members' Group, Host Family Scheme Sub-Committee, Publicity Sub-Committee and Welfare Sub-Committee.

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

INDEX TO SERIES

- | | |
|------------------|--|
| SERIES 1 | AUSTRALIAN-ASIAN ASSOCIATION
CONSTITUTIONAL MATTERS AND GENERAL
INFORMATION |
| SERIES 2 | AUSTRALIAN-ASIAN ASSOCIATION MINUTES OF
ANNUAL GENERAL MEETINGS AND MINUTES OF
EXECUTIVE COMMITTEE MEETINGS |
| SERIES 3 | AUSTRALIAN-ASIAN ASSOCIATION GENERAL
CORRESPONDENCE |
| SERIES 4 | AUSTRALIAN-ASIAN ASSOCIATION FINANCIAL
MATERIAL |
| SERIES 5 | AUSTRALIAN-ASIAN ASSOCIATION MEMBERSHIP
MATERIAL |
| SERIES 6 | AUSTRALIAN-ASIAN ASSOCIATION WOMEN'S
GROUP |
| SERIES 7 | AUSTRALIAN-ASIAN ASSOCIATION FUNCTIONS
COMMITTEE |
| SERIES 8 | AUSTRALIAN-ASIAN ASSOCIATION GEELONG
BRANCH |
| SERIES 9 | AUSTRALIAN-ASIAN ASSOCIATION YOUNGER
MEMBERS |
| SERIES 10 | AUSTRALIAN-ASIAN ASSOCIATION HOST FAMILY
SCHEME AND OTHER SUB-COMMITTEES |
| SERIES 11 | SUBJECT FILES |
| SERIES 12 | PUBLICATIONS AND MEMORABILIA |

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

INDEX TO RECORDS

Archival No.	Box No.	Description
<u>Series 1</u>	<u>Box 1</u>	<u>Australian-Asian Association Constitutional Matters and Amendments</u>
1/1		Constitution and Rules
1/2		Constitutional Amendments
1/3		General Information
<u>Series 2</u>		<u>Minutes of Annual General Meetings and Executive Committee Meetings</u>
		Australian-Asian Association Annual General Meetings
2/1		Minutes of Annual General Meetings 1957-1970
2/2		Minutes of Annual General Meetings 1971-1979
2/3		Minutes of Annual General Meetings 1980-1981
2/4		Annual General Meeting Material 1971-1979
2/5	<u>Box 2</u>	Minutes of Annual General Meetings 1980-1984
2/6		Miscellaneous duplicates of Annual General Meetings 1956-1972
		Australian-Asian Association Executive Committee Meetings
2/7		Minutes of Provisional Committee Meetings 1956-1964
2/8		Minutes of Executive Committee Meetings 1960-1964
2/9	<u>Box 3</u>	Minutes of Executive Committee Meetings 1964-1969
2/10		Minutes of Executive Committee Meetings 1975-1978
2/11		Minutes of Executive Committee Meetings 1979-1982
<u>Series 3</u>		<u>Australian-Asian Association General</u>

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Correspondence

	<u>Box 4</u>	General Correspondence 1957-1971
3/1		General Correspondence 1957
3/2		Library Correspondence 1957-1974
3/3		General Correspondence 1958
3/4		Correspondence Thailand Social Worker Project 1958-1962
3/5		Correspondence Australian/Japanese Children 1960- 1971
3/6		General Correspondence 1961
3/7		General Correspondence 1962
3/8		General Correspondence 1964-1965
3/9		Correspondence regarding White Australia Policy 1965-1978
3/10		General Correspondence 1966
3/11		General Correspondence 1967
3/12		General Correspondence 1968
3/13		General Correspondence 1969
3/14		General Correspondence 1970
3/15		General Correspondence 1971
	<u>Box 5</u>	General Correspondence 1972-1975
3/16		General Correspondence 1972
3/17		General Correspondence 1973
3/18		General Correspondence 1974
3/19		General Correspondence 1975
	<u>Box 6</u>	General Correspondence 1976-1978
3/20		General Correspondence 1976
3/21		General Correspondence 1977
3/22		General Correspondence 1978
	<u>Box 7</u>	General Correspondence 1979-1981
3/23		General Correspondence 1979
3/24		General Correspondence 1980
3/25		General Correspondence 1981
	<u>Box 8</u>	General Correspondence 1964-1988
3/26		Executive Committee Correspondence 1964-1980
3/27		General Correspondence 1981-1983
3/28		Correspondence regarding the Silver Jubilee 1981- 1988

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Series 4

Australian-Asian Association Financial Material

- Box 9** **Australian-Asian Association Cheque Butts**
4/1-4/3 Cheque Butts 1973-1978
- Australian-Asian Association Cheque
Deposit Books**
- 4/4-4/8 Cheque Deposit Book 1969-1978
- Australian-Asian Association Bank Statements**
- 4/9 Bank Statements 1970-1976
- Box 10** **Australian-Asian Association Receipt Books**
- 4/10 Receipt Book No. 101-208, 1958
4/11 Receipt Book No. 201-364, 1958
- Australian-Asian Association Analysis of Receipts
and Expenditure**
- 4/12 Analysis of Receipts and Expenditure 1964-1970
4/13 Analysis of Expenditure 1971-1976
4/14 Ledger 1965-1970
4/15 Ledger 1970-1974
4/16 Analysis of Receipts and Cheques Drawn 1965-1971
4/17 Analysis of Receipts and Cheques Drawn 1973-1981
- Box 11** **Statement of Receipts and Payments**
- 4/18 Statement of Receipts and Payments 1968-1977
4/19 Statement of Receipts and Payments 1978-1981
- Box 12** **Miscellaneous Receipts 1968-1971**
- 4/20 Miscellaneous Receipts 1968
4/21 Miscellaneous Receipts 1969
4/22 Miscellaneous Receipts 1970
4/23 Miscellaneous Receipts 1971
- Box 13** **Miscellaneous Receipts 1972-1981**
- 4/24 Miscellaneous Receipts 1972
4/25 Miscellaneous Receipts 1973
4/26 Miscellaneous Receipts 1974
4/27 Miscellaneous Receipts 1976
4/28 Miscellaneous Receipts 1977
4/29 Miscellaneous Receipts 1979-1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Box 14 Other Financial Material

4/30	Financial Year Diary 1980-1981
4/31	Taxation Returns 1958-1977
4/32	Employee Wage Material 1958-1978
4/33	Balance Sheets and Accounts 1957-1974
4/34	Tax Deductions on donations 1957-1971
4/35	Miscellaneous Prospectus 1978
4/36	Insurance 1958-1976
4/37	Lease of premises 1974-1981
4/38	Mail Remittance Book 1982-1983
4/39	Estate of Lady Booth
3/40	Banking and Investments
3/41	Income Tax

Series 5

**Australian-Asian Association Membership
Material**

5/1	Unit 43 (vol)	Register of Members and Subscriptions Register of Membership and Subscription Record 1956-1958
5/2	Unit 44 (vol)	Register of Membership and Subscription Record 1959-1961
5/3	Unit 45 (vol)	Register of Membership and Subscription 1962-1963

Membership Subscription Receipt Books

5/4	Membership Subscription Receipt Book 1967
5/5	Membership Subscription Receipt Book 1967-1968
5/6	Membership Subscription Receipt Book 1968-1969
5/7	Membership Subscription Receipt Book 1969
5/8	Membership Subscription Receipt Book 1969-1970
5/9	Membership Subscription Receipt Book 1970-1971
5/10	Membership Subscription Receipt Book 1971-1972
5/11	Membership Subscription Receipt Book 1972-1973
5/12	Membership Subscription Receipt Book 1973
5/13	Membership Subscription Receipt Book 1974-1975
5/14	Membership Subscription Receipt Book 1975
5/15	Membership Subscription Receipt Book 1975-1976
5/16	Membership Subscription Receipt Book 1976-1977
5/17	Membership Subscription Receipt Book 1977-1978
5/18	Membership Subscription Receipt Book 1978-1979
5/19	Membership Subscription Receipt Book 1979
5/20	Membership Subscription Receipt Book 1979-1980

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Box 15 Membership Subscriptions Slips 1964-1973 (arranged according to surname)

5/21 Membership Subscription Slips A-B
5/22 Membership Subscription Slips C-D
5/23 Membership Subscription Slips E-F
5/24 Membership Subscription Slips G-H
5/25 Membership Subscription Slips I-K

Box 16 Membership Subscription Slips L-M

5/26 Membership Subscription Slips L-M
5/27 Membership Subscription Slips N-R
5/28 Membership Subscription Slips S-T
5/29 Membership Subscription Slips U-Z

5/30 **Box 17 Membership Cards 1974-1981**

Membership Application Forms 1957-1964

5/31 Membership Application Forms 1957-1958
5/32 Membership Application Forms 1958
5/33 Membership Application Forms 1959
5/34 Membership Application Forms 1960
5/35 Membership Application Forms 1961
5/36 Membership Application Forms 1962
5/37 Membership Application Forms 1963

Box 18 Membership Application and Renewal Matters 1965-1968

5/38 Membership Application and Renewal Matters 1964
5/39 Membership Application and Renewal Matters 1965
5/40 Membership Application and Renewal Matters 1966
5/41 Membership Application and Renewal Matters 1967
5/42 Membership Application and Renewal Matters 1968

Box 19 Membership Application and Renewal Matters 1969-1974

5/43 Membership Application and Renewal Matters 1969
5/44 Membership Application and Renewal Matters 1970
5/45 Membership Applications and Renewal Matters 1971
5/46 Renewal Matters regarding Corporations 1971
5/47 Membership Applications and Renewal Matters 1972
5/48 Renewal Matters regarding Corporations 1972
5/49 Membership Applications and Renewal Matters 1973
5/50 Membership Applications and Renewal Matters 1974

Box 20 Membership Application and Renewal Matters 1975-1983

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

5/51 Membership Applications and Renewal Matters 1975
5/52 Membership Applications and Renewal Matters 1976
5/53 Membership Applications and Renewal Matters 1977
5/54 Membership Applications and Renewal Matters 1978
5/55 Renewal Matters regarding Corporations 1978-1979
5/56 Membership Applications and Renewal Matters 1979
5/57 Membership Applications and Renewal Matters 1980
5/58 Membership Applications and Renewal Matters 1981
5/59 Corporate Membership Drive 1981

5/60 **Box 21** Membership Applications and Renewal Matters 1982
5/61 Membership Applications and Renewal Matters 1983

Other Membership Material

5/62 Membership Sub-Committee Material 1964-1981
5/63 Honorary Life Membership 1965-1981
5/64 Corporate Membership Material 1968-1974
5/65 Corporate Membership Material 1975-1979
5/66 Membership and Subscription Lists 1964-1978
5/67 Membership and Subscription Lists 1980-1985
5/68 New Membership Lists 1964-1972
5/69 New Membership Lists 1973-1983
5/70 New Addressograph Plates and Frames 1971-1981

5/71 **Box 22** Membership Subscriptions 1981
5/72 Membership Lists 1981-1982
5/73 Corporate Subscriptions and Resignations 1981-1983
5/74 Membership File 1983
5/75 Membership File 1984

Series 6

Australian-Asian Association Women's Group

Box 23 Women's Group Constitution
6/1 Women's Group By-Laws

Women's Group Minutes of Meetings and Annual Reports 1957-1981

6/2 Women's Group Minute Book 1957-1968
Box 24 Women's Group Annual General Reports 1957-1970
6/3 Women's Group Minutes of Meetings and Annual Reports 1972-1981
6/4 Women's Group Minutes of Meetings and Annual Reports 1972-1981
6/5 Women's Group Minutes of Meetings and Annual Reports 1972-1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Reports 1981-1984

Women's Group Correspondence

- | | |
|------|--|
| 6/6 | Women's Group General Correspondence 1957-1958 |
| 6/7 | Women's Group Correspondence regarding "Dried Milk for India" 1960-1968 |
| 6/8 | Women's Group Correspondence regarding Hua Hsing Children's Home 1961-1968 |
| 6/9 | Women's Group General Correspondence 1968-1976 |
| 6/10 | Women's Group Correspondence regarding Children's Art Exhibition 1970-1971 |
| 6/11 | Women's Group regarding Alfred Hospital Cardiac Patients 1971-1975 |
| 6/12 | <u>Box 25</u> Women's Group General Correspondence 1977-1981 |
| 6/13 | Women's Group General Correspondence 1979-1985 |

Women's Group Financial Material

- | | |
|------|--|
| 6/14 | Women's Group Cheque Butts 1961-1963 |
| 6/15 | Women's Group Cheque Butts 1966-1968 |
| 6/16 | Women's Group Cheque Butts 1966 |
| 6/17 | Women's Group Deposit Book 1967-1970 |
| 6/18 | Women's Group Bank Statements 1963-1968 |
| 6/19 | Women's Group Statement of Receipts and Payments 1965-1972 |
| 6/20 | Women's Group Financial Matters and Expenditure 1963 |
| 6/21 | Women's Group Financial Matters and Expenditure 1968 |
| 6/22 | Women's Group Financial Matters and Expenditure 1969 |
| 6/23 | Women's Group Financial Matters and Expenditure 1970 |

Women's Group Functions

- | | |
|------|---|
| 6/24 | Women's Group Christmas Party 1961-1972 |
| 6/25 | Women's Group Functions 1968-1980 |

Miscellaneous

- | | |
|------|-----------------|
| 6/26 | Women's Affairs |
|------|-----------------|

On shelf

Women's Group Receipt Book

- | | |
|------|--------------------------------------|
| 6/27 | Women's Group Receipt Book 1964-1970 |
|------|--------------------------------------|

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Series 7

Australian-Asian Association Functions Committee

Box 26 Functions Committee Minutes of Meetings 1962-1981

7/1 Functions Committee Minutes of Meetings 1962-1969
7/2 Functions Sub-Committee Minutes of Meetings 1970-1977

7/3 Functions Sub-Committee Minutes of Meetings 1980-1981

Functions and Events 1958-1975

7/4 Functions and Events 1958

7/5 Functions and Events 1961-1969

7/6 Functions and Events 1974

7/7 Functions and Events 1975

7/8 Functions and Events 1976

Box 27 Functions and Events 1976-1979

7/9 Art Exhibition and Awards 1976

7/10 Late Afternoon Gatherings 1976-1980

7/11 Functions and Events 1977

7/12 Functions and Events 1978

7/13 Asian Happening 1978

7/14 Anniversary Dinner 1978

7/15 Functions and Events 1979

7/16 Film and Talk by Dr. Michael Toole 1979

Box 28 Functions and Events 1980-1984

7/17 Functions and Events 1980

7/18 Functions and Events 1981

7/19 Silver Jubilee Appeal 1981

7/20 Functions and Events 1982

7/21 Functions and Events 1983-1985

7/22 Advertising Offers 1983/1984

Seminars and Conferences

7/23 Tour Material 1960

7/24 5th Asian-Pacific Congress of Gastro-Enterology 1976

7/25 Asian Happening 1980-1981

7/26 China Symposium 1980-1981

7/27 "India Today" Symposium Minutes of Meetings and Correspondence 1983

7/28 "India Today" Symposium Financial Material 1983

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

7/29 "India Today" Symposium General Material

Series 8 **Australian-Asian Association Geelong Branch**

8/1 **Box 30** Geelong Branch Constitution and Objects
8/2 Geelong Branch Minutes of Meetings and
Correspondence 1957-1981

Series 9 **Australian-Asian Association Younger Members'
Group**

9/1 Junior Group Correspondence and Newsletter 1959-
1967
9/2 Younger Members' Group Correspondence and
Meetings 1977-1980
9/3 Younger Members' Group Correspondence and
Meetings 1981-1983
9/4 Younger Members' Group Functions Material 1978-
1981
9/5 Younger Members' Group Financial Material 1979-
1983
9/6-9/10 Younger Members' Group Cheque Butts 1978-1983
9/11-9/12 Younger Members' Group Deposit Pay-In Book 1978-
1983

Series 10 **Other Australian-Asian Association Sub-
Committees**

Box 31 **Host Family Scheme Sub-Committee**
10/1 Host Family Scheme Sub-Committee Minutes of
Meetings 1974-1980
10/2 Host Family Scheme Sub-Committee Financial
Material 1971-1980
10/3 Host Family Scheme Sub-Committee Correspondence
1967-1981
10/4 Host Family Scheme Sub-Committee Miscellaneous
1978-1980
Other Sub-Committees
10/5 Sub-Committee Composition 1978-1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

10/6	Fund Raising Sub-Committee Material 1961-1962
10/7	Welfare Sub-Committee Material 1965-1970
10/8	Finance Sub-Committee Material 1965-1980
10/9-10/11	Publicity Sub-Committee Material 1966-1981
10/12	Projection Sub-Committee Material 1974-1976
10/13	Forward Planning Sub-Committee Material 1976-1978
10/14	China Seminar Organising Sub-Committee 1980
10/15	"Promote Friendship Between Migrants" Committee 1980
10/16	Proposal to Establish an Asian Centre in Melnourne 1964-1966

Series 11 **Box 33 Subject Files**

	Australian Council for Overseas Aid
11/1	ACFOA Minutes of Meetings 1964-1971
11/2	ACFOA Correspondence 1964-1971
11/3	ACFOA Seminars 1966-1971
11/4	ACFOA Reports and Publications
11/5-11/6	Conference Material 1975 and 1979
11/7	Miscellaneous Material
11/8	Brochures and Background Notes
11/9	Victorian Prizes 1966-1983
11/10	Welfare Projects 1971-1981
11/11	Melbourne Council for Overseas Studentssss 1979- 1988

Series 12 **Published Material and Memorabilia**

	<u>Box 34 Australian-Asian Association Publications</u>
12/1	Miscellaneous copies of the Bulletin of the Australian-Asian Association, Newsletter and other publications

	<u>Box 35 Publications A-F</u>
12/2-12/13	Miscellaneous Publications A-F

	<u>Box 36 Publications I-M</u>
12/14-12/19	Miscellaneous Publications I-M

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Box 37 Publications O-Z

12/20-12/26	Miscellaneous Publications O-Z
12/27	Miscellaneous Newsletters and material

Box 38 Memorabilia

12/28	Australian-Asian Association Addresses
12/29	Newspaper clippings
12/30	Photographs

LIST OF RECORDS

SERIES 1 CONSTITUTIONAL MATERIAL AND AMENDMENTS

BOX 1

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

1/1

**Australian-Asian Association of Victoria
Constitution and Rules**

Including:

- Australian-Asian Association Constitution and Rules. Enacted October 1958. 6 copies
- Australian-Asian Association Constitution and Rules. Additions adopted by a General Meeting held on 11 April, 1962. Enclosed in booklet
- Amended Australian-Asian Association Constitution and Rules, 24 April 1980
- Australian-Asian Association General Information. Including a brief history, constitution and rules, organisational and administrative details and functions and activities of the Association. Draft, 3 copies. Also letter regarding Australian-Asian Association Brochure, 23 August 1976
- Australian-Asian Association Aims and Objectives. Completed for printing, M.S. and typed 1981

1/2

Constitutional Amendments

Note: The following has been arranged by the Association according to alterations on the Constitution

- Correspondence regarding alterations, Minutes of Sub-Committee appointed to consider amendments to the Condition and Rules and extracts from Minutes of Executive Committee. 24 March -2 December 1964
- Correspondence regarding amendments, Minutes of Extraordinary Meeting and extracts of Executive Meetings. 28 January 1965 - 13 May 1966
- Minutes of Executive Committee Meeting, 9 September 1981

1/3

Australian-Asian Association General Information

Including:

- Australian-Asian Association of Victoria Suggested personal approach to raise funds for immediate use
- Information Notes on Files and Office Procedure
- Information letters, drafts
- Commonwealth of Australia List of Permanent Missions Overseas,

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

3 Copies dated 1 February 1966, 16 May 1966, 1 August 1967
- Files 1980

SERIES 2 **MINUTES OF ANNUAL GENERAL MEETINGS AND
EXECUTIVE COMMITTEE MEETINGS**

ANNUAL GENERAL MEETINGS

2/1 **Australian-Asian Association Minutes of Annual Meetings 1957-**
1970

Including:

- Australian-Asian Association Notice and Minutes of Annual
General Meeting

- Related correspondence

Date Range: 2 April 1957 - 31 December 1970

2/2 **Australian-Asian Association Minutes of Annual Meetings 1971-**
1979

The following Minutes are enclosed in a standard Norman Minute
Book, green with black binding. The Minutes preceding the year
1971 are evidently missing

Including:

- Australian-Asian Association Notice and Minutes of Annual
General Meeting. Also Balance Sheet and Report of Honorary
Auditors. Complete

Date Range: 25 March 1971 - 31 December 1979

2/3 **Australian-Asian Association Minutes of Annual Meetings 1980-**
1981

Including:

- Australian-Asian Association Notice and Minutes of Annual
General Meeting

- Related Correspondence

- Executive Committee worksheet, and attendance record

Date Range: 14 March 1980 - 31 December 1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

2/4

General Annual Meeting Material

Including:

- Requisition of general Meeting from members. Dated respectively
 - 22 November 1971, 16 September 1974, 10 September 1975
 - Correspondence regarding the General Meeting
- Date Range: 22 November 1971 - 5 April 1979

BOX 2

2/5

Australian-Asian Association Minutes of Annual Meetings 1980-

1984

Including:

- General
- Australian-Asian Association Notice and Minutes of Annual Meetings
 - Related correspondence
 - Preamble and notes
- Date Range: 2 April - 11 April 1984

2/6

Australian-Asian Association Minutes of Annual Meetings 1956-1972

Incomplete collection of duplicates of the Australian-Asian Association Minutes of Annual General Meetings
Date Range: 4 May 1956 - 31 December 1972

EXECUTIVE COMMITTEE MEETINGS 1956-1964

2/7

Australian-Asian Association Meetings of Provisional Committee 1956-1964

Including:

- Australian-Asian Association of Victoria Provisional Committee Minutes of Meetings
 - Honorary Treasurer's Report
- Date Range: 4 May 1956 - 29 April 1964

2/8

Australian-Asian Association Meetings of Executive Committee

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Meetings 1960-1964

Including:

- Australian-Asian Association Executive Committee Minutes of Meetings

- Honorary Treasurer's Report

Date Range: 2 June 1960 - 3 March 1964

BOX 3 EXECUTIVE COMMITTEE MEETINGS 1964-1982

2/9

Australian-Asian Association Minutes of Executive Committee Meetings 1964-1969

Including:

- Australian-Asian Association of Victoria Executive Committee Minutes of Meetings

- Honorary Treasurer's Report

- Statement of Receipts and Payments

- Nominations for office-bearers and Executive Committee 1965, 1966, 1969, 1970

- Executive Committee Office Bearers 1962, 1966, 1967

- Executive Committee Attendances 1964

Date Range: 7 April 1964 - 12 November 1969

2/10

Australian-Asian Association Minutes of Executive Committee Meetings 1975-1978

Including:

- Australian-Asian Association of Victoria Executive Committee Minutes of Meetings

- Also attached list of Correspondence and Statement of Receipts and Payments

- Record of Meetings 1977

Date Range: 12 February 1975 - 29 November 1978

2/11

Australian-Asian Association Minutes of Executive Committee Meetings 1979-1982

Including:

- Australian-Asian Association of Victoria Executive Committee Agenda and Minutes of Meetings

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- Also attached List of Correspondence, Work sheets, Statement of Receipts and Payments and Reports from various Sub-Committees
- Completed nomination forms for Office-bearers and Committee Members for 1980 and 1981
Date Range: 31 January 1979 - 20 October 1982

SERIES 3 GENERAL CORRESPONDENCE

The following correspondence is arranged chronologically according to year. At the time, most of the relating incoming and outgoing letters were attached together. Subsequently, there is a tendency for the dates to overlap in certain files. Adhering to archival principle, this original order has been retained to the best of our efforts. Some of the letters have been marked with a number indicating the utilised filing system. The correspondence was possibly ordered according to subject. It is difficult to estimate if the correspondence is complete

BOX 4 CORRESPONDENCE 1957-1971

- 3/1 Australian-Asian Association Correspondence 1957**
General Correspondence regarding receipt book for Association's subscriptions
Date Range: 29 August - 4 September 1957
- 3/2 Library Correspondence 1957-1974**
Correspondence regarding the Public Library of Victoria and the National Library of Australia. Also extracts from the Australian-Asian Association Minutes
Date Range: 26 July 1957 - 25 January 1974
- 3/3 Australian-Asian Association Correspondence 1958**
General Correspondence conveying honorary membership invitations to various Asian members of the Diplomatic and Consular Corps resident in Victoria and subsequent acknowledgments. Also a Diplomatic list, April 1958
Date Range: 1 April - 7 July 1958

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 3/4** **Australian-Asian Association Correspondence/Thailand Social Worker Project 1958-1962**
Correspondence and relating material involving the Thailand Social Worker Project proposed by the Association. Including letters of applications, details of the project, selection process, press coverage, the decision.
Also organisational details for the goodwill mission and the ensuing correspondence between the Association and Sister Parkinson who was sent to Thailand.
Also copy of the advertisement in UNA Nursing Journal 1960 edition, financial details, newspaper extracts,
Date Range: 2 April 1958 - 16 February 1962
- 3/5** **Australian-Asian Association Correspondence/Aust. Japanese Children 1960-1971**
Correspondence and material involving the plight of Australian-Japanese children abandoned by Australian servicemen after W.W.II.
Letters from the Australian-Asian Association of Victoria and Geelong Branch expressing concern, proposal for an appeal, details of the ensuing fund raising events and appeal, financial matters.
Also correspondence with the International Social Service of Japan about the lives and circumstances of some of the children.
Related material includes newspaper coverage, Reports on the Activities of the Kure Programme of ISS of Japan, Report on the Appeal, Special Report on Australian-Japanese Children in Japan, press releases
Date Range: 25 February 1960 - 1 March 1971
- 3/6** **Australian-Asian Association Correspondence 1961**
Correspondence with Consul of the Philippines regarding misunderstanding over the notice of subscription
Date Range: 5 April - 11 April 1961
- 3/7** **Australian-Asian Association Correspondence 1962**
General Correspondence regarding Sister Parkinson's goodwill tour to Thailand, various financial matters and the donation from the Association's Thai Trust Fund for social welfare work in Thailand

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Date Range: 2 July - 27 August 1962

- 3/8** **Australian-Asian Association Correspondence 1964-1965**
General Correspondence regarding the visit, arrangements and stay of the Princess Sharifah Jalina under the student scheme, service agreement and receipts for duplicating machine, letter form the Pakistan-Australia Association.
Also copy of an editorial in Fiji Times
Date Range: 4 April 1964 - 23 June 1965
- 3/9** **Australian-Asian Association Correspondence 1965-1979**
Correspondence regarding immigration and White Australian policy matters. Including general correspondence, minutes of special meetings, telegrams, reports from the sub-committee on policy matters
Date Range: 28 July 1965 - 23 July 1978
- 3/10** **Australian-Asian Association Correspondence 1966**
Press release of statement on immigration by the Minister for Immigration, the Hon. Hubert Opperman,
March 1966
- 3/11** **Australian-Asian Association Correspondence 1967**
General Correspondence regarding the Women's Group representation on the Freedom from Hunger Campaign, hospital equipment, the good-will tour of South East Asia.
Also an address "Australia and Asia. The Case for our Immigration Policy" By A.R. Downer, former Minister for Immigration, 4 December 1959
Date Range: 1 February - 11 December 1967
- 3/12** **Australian-Asian Association Correspondence 1968**
Correspondence regarding financial and banking matters, petty cash, 1967 Prize in Indonesian, the good-will tour to South East Asia, flight guide and itinerary

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Date Range: 16 February - 20 December 1968

3/13

Australian-Asian Association Correspondence 1969

General Correspondence regarding the Foundation Trust, the Associations' donations and support of the Children's Orthopaedic Hospital in Hong Kong, supply of goods and financial assistance to North Bengal after the floods, aid for a building fund from the Tibetan Children's Aid Committee, the 1968 Australian-Asian Association Prize in Indonesian, donation to the International House Bursary Fund and to the Islamic Society. Also correspondence about the difficulties in obtaining visas from the Australian authorities in Bangkok, Host Families for Japanese students. Also Report of Activities of Kure Office (Assistance to children of racially mixed parentage) April 1968-March 1969 [see 3/4], pamphlet "Why does White Australia Matter?" from Victorian Association for Immigration Reform

Date Range: 9 October 1968 - 30 October 1969

3/14

Australian-Asian Association Correspondence 1970

General Correspondence regarding financial and banking matters, the departure of the Japanese Ambassador, Chinese Naval Visitors, Exhibition of Children's Art from Asia, University of Melbourne International House. Also letters regarding proposed training scholarship for a teacher at the Okhla Centre in India and donations to the Society for the Relief of Disabled Children in Hong Kong, hospital project in South Vietnam and clothing to India. Other material includes Report of Activities of Kure Office April 1969-March 1970, photograph of ensemble performing at the San Juan Mini Park 23 May 1971

Date Range: 11 December 1969 - 23 December 1970

3/15

Australian-Asian Association Correspondence 1971

General Correspondence regarding Association's congratulations to various National Days and Societies' occasions, Executive Committee matters, publications, events and functions, Association's membership applications and resignations, Host Family scheme, Third World Teach-In, letters of condolences, Children's Art from Asia Exhibition, letters from visiting students. Also the Association's donations and assistance to Dried

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Milk Project despatched to the Madras Cancer
Institute in India, aid to the East Pakistan refugees in
Bengal and various scholarships
Date Range: 15 January - 10 December 1971

BOX 5 CORRESPONDENCE 1972-1975

- 3/16** **Australian-Asian Association Correspondence 1972**
General Correspondence regarding Executive Committee matters,
membership applications and resignations, expressions of
condolences, acknowledgments of gifts, invitations to functions and
events, publications, Japanese Goodwill Tour, Women's Group,
enquiries.
Also the Association's donations to Aid India Campaign,
Handicapped Orphans Appeal in Peneng, Dried Milk Project to India,
International House
Corroboree Committee, assistance in immigration process and Asian
visitors Date Range: 11 January - 15 December 1972
- 3/17** **Australian-Asian Association Correspondence 1973**
General Correspondence regarding Executive Committee matters,
membership inquiries and resignations, expressions of condolences,
invitations to functions and events, publications, inquiries,
immigration matters and assistance from the Association, personal,
financial, good wishes for various celebrations, Edward Dunlop's
assessment of a young boy in Burma disabled by poliomyelitis,
Senate Sub-Committee on Foreign Affairs and Defence.
Also the Association's donations to the Appeal for a Hall of
Residence for Women Students at the University of Papua New
Guinea, the Australian Gurkha Welfare Appeal, anonymous donation
for the benefit for the Refugee Camp Danang
Also The Society for the Relief of Disabled Children-Hong Kong
Newsletter Autumn No. 10 and Spring No. 11 1973, International
Social Service - Australian Branch Report by the Director on
Overseas Visits, miscellaneous newspaper clippings
Date Range: 16 January - 28 December 1973
- 3/18** **Australian-Asian Association Correspondence 1974**
General Correspondence regarding Executive Committee matters,

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

members' resignations, inquiries, financial and insurance matters, invitations to functions and events i.e to commemorate establishing diplomatic relations with China, personal testimonials, immigration matters and assistance, the Association's good wishes on various celebrations and honours i.e. National Day of Pakistan, Host Family Scheme, the Indonesian Independence Day Celebration Committee, expressions of condolences, material from the Council of International Students, Australian Ethnic Heritage program, Christmas greetings.

Also the Association's donation to Gordon Barclay Vietnam Fund, United Council of Aboriginal Women.

Other material includes newspaper clippings, pamphlet on "Dharmasala Little Lhasa in India"

Date Range: 21 December 1973 - 19 December 1974

3/19

Australian-Asian Association Correspondence 1975

General Correspondence regarding Executive Committee matters, members' resignations and inquiries, inquires from the general public, subscriptions, financial and banking matters, invitations to functions and events, the Association's congratulations on various occasions, Liberal Forum, National Youth Council, the Association's good wishes on various occasions i.e. National Day of Sri Lanka, immigration matters and assistance, inquires about adoption, expression of condolences, Family Host Scheme, member's proposal for the Association to protest the position on Vietnamese refugees, Ethnic Festival.

Also the Association's donations to the Society for the Relief of Disabled Children in Hong Kong, International Women's Year Exhibition, the Mackenzie Foundation for Il Sin Hospital in Korea. Other material includes UNICEF'S Children Newsletter Feb-March 1975

Date Range: 7 January - 22 December 1975

BOX 6 CORRESPONDENCE 1976-1978

3/20

Australian-Asian Association Correspondence 1976

General Correspondence regarding Executive Committee matters, membership resignations and inquiries, invitations to events,

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

financial and banking matters, the Association's congratulations on various national occasions, expressions of condolences, letters of acknowledgment, assistance with immigration and visa matters, Raya Gallery, arrangements with the National Library of Council, Asian Studies Association of Australia.

Also the Association's donations to the clinic at the Catholic Mission in Philippines, arrangement and Trust Fund for an Indonesian child to be admitted to the Royal Children's Hospital for surgery, Peninsula Ambulance Service, University of Melbourne International House, Burmese Ceylonese Victims Relief Association, Diocese of Srikalahasthi Emergency Appeal, aid for the victims of the earthquake in the Philippines

Date Range: 23 December 1975 - 31 December 1976

3/21

Australian-Asian Association Correspondence 1977

General Correspondence regarding Executive Committee matters, financial and banking matters, membership resignations and inquiries, invitations to functions and events, acknowledgments, general inquiries, financial, the Association's congratulations on various national occasions and individual honours, expressions of condolences, newspaper coverage, Green Paper on Immigration Policies and Australia's Population, rumours about the arrest of the teacher from the Klong Toey Slum School.

Also the Association's donations to the Burmese Ceylonese Victims Relief Association, the Klong Toey Slum School in Bangkok, Spastic Society of Victoria and the Society for the Relief of Disabled Children in Hong Kong

Date Range: 4 January - 22 December 1977

3/22

Australian-Asian Association Correspondence 1978

General Correspondence regarding Committee matters, membership resignations and inquiries, invitations to functions, financial and banking matters, the Association's congratulations on various national occasions, birthdays and personal honours, personal letters, expressions of condolences, Host Family Scheme, acknowledgments, immigration issues and assistance, fundraising matters, appointment of new Ambassador, inquires from students, dissolution of Good Neighbour Council of Victoria.

Also the Association's donations to Catholic Mission in the Philippines, relief for victims of cyclone in Southern India, Eye Bank in India

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Date Range: 5 January - 22 December 1978

BOX 7 CORRESPONDENCE 1979-1981

3/23

Australian-Asian Association Correspondence 1979

General Correspondence regarding Committee matters, membership resignations and inquiries, personal donations, other Association news, invitations to functions and events, financial and banking matters, the Association's congratulations on various national occasions and personal anniversaries, testimonials, expressions of condolences, acknowledgments, immigration issues and assistance, personal letters, correspondence from the Korea National Headquarters People-to-People International, student inquires, Christmas greetings.

Also the Association's donations to Victorian Aboriginal Child Care Agency, King of Thailand project to encourage farmers, University of Melbourne Language Prize, Klong Toey Slum School in Bangkok (with inquiries regarding rumours of the imprisonment of the founder of the school).

Other material includes: News Release from the Minister of Immigration regarding charges for private overseas students, meeting to consider Indo China Refugees 14 December 1978, completed questionnaires on Indo China Refugees, paper "Some Realities of Philippine-Australian Relations by Leticia Ramos Shahani, Philippines Ambassador

Date Range: 6 January - 21 December 1979

3/24

Australian-Asian Association Correspondence 1980

General Correspondence regarding Executive Committee matters, membership resignations and inquiries, financial and banking matters, invitations to events and functions, letters of condolences, account reminders, acknowledgments, donations, immigration issues, personal letters, immigration issues and requests for assistance, student inquires, the Association's expressed congratulations on various National Days, Adult Migrant Education Services, planning meeting for joint action against Soviet aggression in Afghanistan, Australian Centre for Cultural Exchange, Associated China Traders.

Date Range: 2 January - 24 December 1980

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

3/25

Australian-Asian Association Correspondence 1981

General Correspondence regarding membership inquiries and resignations, Executive Committee Matters, letters of condolences, acknowledgments, apologies, immigration and Government matters and news releases i.e. the Government review examining the functions and role of Commonwealth Departments, student inquiries, Japan Information Services, International House, invitations to events and functions, the Association's congratulations on various National Days, Host Family Scheme Committee, financial arrangements, financial matters.

Also the Association's donations to the Cancer Institute

Date Range: 1 January - 8 December 1981

BOX 8

3/26

Australian-Asian Association Correspondence 1964-1980

Correspondence regarding the composition of the Executive Committee and patrons

Date Range: 7 May 1964 - 19 November 1980

3/27

Australian-Asian Association Correspondence 1981-1983

General Correspondence regarding membership inquiries and resignations, Executive Committee Matters, letters of condolences, acknowledgments, apologies, over-seas students, Geelong group

Date Range: 16 October 1981 - 22 December 1983

3/28

Australian-Asian Association Correspondence 1981-1988

Correspondence regarding the Silver Jubilee Committee, events, functions, overseas students, hospitality

Date Range: 21 October 1981 - 1 March 1988

SERIES 4

FINANCIAL MATERIAL

BOX 9 CHEQUE BUTTS

The following Cheque Butts are incomplete and are the only ones of their kind remaining in this Series

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

4/1

Australian-Asian Association Cheque Butts 1973-1974

The National Bank of Australasia Cheque Book Butts records the Association's payment for salaries, University of Melbourne Language Prize, petty cash, equipment, stationary, photographs, rent, repairs, telephone, luncheon, Children's Orthopaedic Hospital, donations to welfare, expenses. Complete

Date Range: 11 April 1973 - 4 September 1974

4/2

Australian-Asian Association Cheque Butts 1974-1975

The National Bank of Australasia Cheque Butts records the Association's payment for stationary, printing of invitations, salaries, reimbursements for functions, expenses, telephone, electricity, maintenance of equipment, donations, rent, flowers, petty cash, liquor, receptions and functions. Unfinished cheque book

Date range: 4 September 1974 - 3 April 1975

4/3

Australian-Asian Association Cheque Butts 1976-1978

The National Bank of Australasia Cheque Butts records the Association's payment for salaries, petty cash, electricity, telephone, function expenses i.e. liquor, Orthopaedic Hospital in Hong Kong, rent, Monash University Language Prize, University of Melbourne Language Prize, equipment maintenance, stationary, reimbursements, Royal Children's Hospital

Date Range: 15 December 1976 - 15 March 1978

CHEQUE DEPOSIT BOOKS

4/4

Australian-Asian Association Cheque Deposit Book 1969-1970

The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Association into their general account. The Deposit Book is unfinished

Date Range: 11 November 1969 - 31 July 1970

4/5

Australian-Asian Association Cheque Deposit Book 1970

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Association into their paintings account and seminar account. The Deposit Book is unfinished

Date Range: 15 August - 24 December 1970

4/6

Australian-Asian Association Cheque Deposit Book 1973-1975

The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Association into their general account. The Deposit Book is unfinished

Date Range: 28 December 1973 - 4 April 1975

4/7

Australian-Asian Association Cheque Deposit Book 1975-1976

The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Association into their general account. The Deposit Book is unfinished

Date Range: 10 April 1975 - 10 November 1976

4/8

Australian-Asian Association Cheque Deposit Book 1976-1978

The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Association into their general account. Complete

Date Range: 18 November 1976 - 2 August 1978

BANK STATEMENTS

4/9

Australian-Asian Association Bank Statements 1970-1981

Including:

- The National Bank of Australasia Bank Statements of the Association's General Account, No 2. Account, Welfare Account

Date Range: 31 December 1970 - 23 December 1977

- The National Bank of Australasia Bank Statements of the Association's General Account, No. 1 Account.

Date Range: 15 December 1976 - 3 April 1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

BOX 10 RECEIPT BOOKS

- 4/10** **Australian-Asian Association Receipt Book 1958**
Standard brown receipt book with blue binding. Inscribed in ink on the cover "Receipts 101-208, Mrs John Correspondence." The receipt book records the sale of tickets for the Australian-Asian Association's Film Premiere in 1958. Incomplete.
Date Range: 14 January - 21 August 1958
- 4/11** **Australian-Asian Association Receipt Book 1958**
Standard Brown receipt book with blue binding. Inscribed in ink on the cover "Receipts 201-364, Mr John Shaw." The receipt book records the sale of tickets for the Australian-Asian Association's Film Premiere in 1958. Incomplete
Date Range: 6 February - 14 June 1958
- LEDGER OF ANALYSIS OF RECEIPTS AND EXPENDITURE**
- 4/12** **Australian-Asian Association of Victoria Analysis of Receipts and Expenditure 1964-1970**
Standard green Conquest Account Book with red binding listing brief details of the Association's monthly receipts and expenditure. The book is divided into columns recording wages, petty cash, sundries and bank. The balance for the cash book and Bank statement is also included. Complete
Date Range: 9 January 1964 - 24 December 1970
- 4/13** **Australian-Asian Association of Victoria Analysis of Expenditure 1971-1976**
Standard green Norman Account Book with black binding listing brief details of the Association's monthly expenditure. Also inscribed on the cover with the title is "General a/c No. 2 a/c". The book is divided into columns recording general accounts and No 2 accounts. Expenditure including secretarial assistance, salaries, functions, sundry, stationary, postage, rent, sundries and the bank balance. Particulars of the receipts are no longer indicated.

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Complete

Date Range: 1 July 1971 - 31 October 1976

4/14

Australian-Asian Association Ledger 1965-1970

Standard green Conquest Account Book with black binding recording the Association's funds, income and expenditure. The content differs slightly from the previous book and is considerably more detailed.

The expenses and funds are listed according to subject and date.

Recorded by page is the general funds, sundries, Junior Group, office equipment, reference books, payments, National Bank of Australasia balance and deposits, petty cash advance, rent, functions, subscriptions, voluntary donations, sundry income, postage and duty, stationary, newsletter, secretarial assistance, expenses of meetings, functions and entertainment, seminar, income and expenditure, accumulation fund

Date Range: 1 July 1965 - 31 December 1970

4/15

Australian-Asian Association Ledger 1970-1974

Standard green Norman Account book with black binding recording the Association's funds, expenditure and income. The information is listed according to subject. Recorded by page is the general fund, income and expenditure, sundry debtors, National Bank General Account, National Bank No 2. Account, donations, office equipment, petty cash advance, functions receipts and expenditure, subscriptions, sundry income i.e. interest, newsletter, postage, stationary, rent, telephone, sundry expenses, Commonwealth Government Grant Account, Host Family Scheme, welfare

Date Range: 31 December 1970 - 31 December 1974

ANALYSIS OF RECEIPTS AND CHEQUES

4/16

Australian-Asian Association Analysis of Receipts and Cheques Drawn 1965-1972

Detailed documents listing the monthly Analysis of Receipts and Cheques drawn, recorded and distributed by the Australian-Asian Association

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Date Range: 1 February 1965 - 31 December 1972

4/17 **Australian-Asian Association Analysis of Receipts and Cheques Drawn 1973-1981**

Detailed documents listing the monthly Analysis of Receipts and Cheques drawn, recorded and distributed by the Australian-Asian Association

Date Range: 1 January 1973 - June 1981

BOX 11 **STATEMENT OF RECEIPTS AND PAYMENTS**

4/18 **Australian-Asian Association Statement of Receipts and Payments 1968-1977**

Detailed documents listing a monthly statement of receipts and payments. Included in the list are the receipts, expenditure and bank balance recorded by the Australian-Asian Association. Incomplete

See also the Minutes of Meetings

Date Range: 1968 - 1977

4/19 **Australian-Asian Association Statement of Receipts and Payments 1978-1981**

Detailed documents listing a monthly statement of receipts and payments. Included in the list are the receipts, expenditure and bank balance recorded by the Australian-Asian Association. Incomplete

Date Range: 1978 - 1981

BOX 12 **MISCELLANEOUS RECEIPTS 1968-1971**

Note: The following receipts are arranged according to year

4/20 **Australian-Asian Association Receipts 1968**

Loose receipts for expenses incurred by the Association. Receipts

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

documenting payment for
donations i.e. Society for the Relief of Children, publications,
functions, stationary, room hire, alcohol and beverages, equipment
maintenance, medical publication subscription, books, postage, gifts,
flowers, petty cash analysis, printing
Date Range: 21 February - 24 December 1968

4/21

Australian-Asian Association Receipts 1969

Loose receipts for expenses incurred by the Association. Receipts
documenting payment for postage, stationary, functions, room hire,
publication subscriptions, flowers, petty cash analysis, tours,
donations i.e. Thuthuki Orphans Welfare Home and Commonwealth
War Graves Commission, cleaning, equipment maintenance, printing,
miscellaneous
Date Range: 22 January - 16 December 1969

4/22

Australian-Asian Association Receipts 1970

Loose receipts for expenses incurred by the Association. Receipts
documenting payment for stationary, postage, rent, functions, office
cleaning, liquor and beverages, goods for Host Family Scheme,
entertainment, publication subscription, telephone, equipment
maintenance, telephone, printing
Date Range: 3 January - 16 December 1970

4/23

Australian-Asian Association Receipts 1971

Loose receipts for expenses incurred by the Association. Receipts
documenting payment for petty cash, electricity, rent, stationary,
postage, donations i.e. International House. Incomplete
Date Range: 4 - 27 January 1971

BOX 13

MISCELLANEOUS RECEIPTS 1972-1981

4/24

Australian-Asian Association Receipts 1972

Loose receipts for expenses incurred by the Association. Receipts
documenting payment for audit certificate, bonds. Incomplete
Date Range: 16 February - 14 November 1972

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 4/25** **Australian-Asian Association Receipts 1973**
Loose receipts for expenses incurred by the Association. Receipts documenting payment for bonds, petty cash analysis (most of the receipts are missing)
Date Range: 4 January - 21 December 1973
- 4/26** **Australian-Asian Association Receipts 1974**
Loose receipts for expenses incurred by the Association. Receipts documenting payment for Debenture Stock, worker's Compensation, stationary, postage, entertainment, liquor and beverages, printing, petty cash analysis, electricity, rent, insurance, donations i.e. University of Melbourne International House, assistance to Asian students at Monash University, flowers, refund for payments for picnic, delivery
Date Range: 8 January - 17 December 1974
- Note: The receipts for the year 1975 are missing**
- 4/27** **Australian-Asian Association Receipts 1976**
Loose receipts for expenses incurred by the Association. Receipts documenting payment for rent, entertainment, catering, stationary, printing, donations i.e. The Society for the Relief of Disabled Children, petty cash analysis, equipment maintenance, electricity, freight transport, telephone, interest bearing deposit
Date Range: January - 22 December 1976
- 4/28** **Australian-Asian Association Receipts 1977**
Loose receipts for expenses incurred by the Association. Receipts documenting payment for rent, stationary, printing, entertainment, postage, petty cash analysis, cleaning, telephone, donations i.e. Royal Children's Hospital, insurance, subscriptions, equipment maintenance
Date Range: 7 January - 21 December
- Note: The receipts for the year 1978 are missing**

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 4/29** **Australian-Asian Association Receipts 1979-1981**
Loose and miscellaneous receipts for expenses incurred by the Association. Receipts documenting payment for entertainment, room hire, donations i.e. Royal Children's Hospital, printing, stationary, freight costs, telephone
Date Range: 19 July 1979 - 21 december 1981

BOX 14 **OTHER FINANCIAL MATERIAL**

- 4/30** **Financial Year Diary June 1980 - July 1981**
Standard small green Collins Financial Year Diary. List of members and detailed notes about the Association's administrative details and functions in the notes section located at the beginning. The daily entries are irregular
30 June 1980 - 12 July 1981

- 4/31** **Taxation Returns 1958-1977**
Including
- Copies of Australian-Asian Association Company Returns 1958 - 1960 (complete)
- Notes on deductions, income and expenses 1969 - 1977 M.S. 8 pp.

- 4/32** **Employee Wage and Taxation Material 1959-1978**
- Australian Taxation Office Summary Sheet-Employer's Copy. 10 July 1959 - 5 July 1978
- Copies of Determination-Commercial Clerks No.6 1976 and No.1 1978
- Australian Taxation Office Tax Instalment Deductions lodged to the Association by employees to claim a rebate. 15 December 1975 - 31 June 1978
- Income tax Instalment Deductions Rates of Weekly Deductions from Salaries and Wages 1977

- 4/33** **Balance Sheets and Accounts 1957-1976**
The following material was compiled by various Honorary Auditors for Taxation purposes. Including:
- Australian-Asian Association Second Annual Financial Statements

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

1957

- Australian-Asian Association Balance Sheets and Accounts 1958, 1960 - 1974 (the latter two include a report from the Honorary Auditors), 1976
- Letters regarding the audit appointment
1 March 1968 - 7 March 1969

4/34

Tax Deductions on Donations

Including

- Early correspondence and material regarding the appeal to gain tax deductions on donations. Most of the letters are copies and drafts. Also A.C.F.D.A. booklet "A Case for Tax Deductibility on Overseas Aid Donations"

Date Range: 18 November 1957 - 26 July 1971

4/35

Miscellaneous Prospectus 1978

Issued prospectus from various companies for investment purposes including Custom Credit, AGC, Esanda Ltd., CAGA 1978

4/36

Australian-Asian Association Insurance 1958-1981

Including

- Union Assurance Society Ltd Insurance Policies for Employers' Indemnity Policy, Burglary and Housebreaking Policy, Fire Policy, Public Liability

26 May 1958 - 19 May 1960

- Sun Alliance and London Insurance Group Policies for Burglary, Fire, Worker's Compensation

10 July 1966 - 4 February 1981

- Miscellaneous receipts relating to insurance and Inspection Service Agreements

4/37

Lease of Premises 1974-1981

Including:

- Correspondence regarding office occupancy, discontinuance of a road under subsection, memorandums to tenants,
- Lease Contracts and Memorandum of Agreements
- Assorted receipts recording rental payment
- Partial copy of the plan for the discontinuance of road on part of crown allotments

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Date Range: 1 May 1974 - 11 June 1981

4/38 **Australian-Asian Association Mail Remittance Book 1982-1983**
Standard account book recording the date, name, amount of cheque received and details of payment i.e. subscription, donation. Only one page has been completed
Date Range: 22 November 1982 - 1 February 1983

4/39 **Estate of Lady Booth**
Correspondence and copy of Lady Booth's last will and testament
Date Range: 17 September 1972 - 8 April 1976

4/40 **Banking and investments**
Correspondence and related material regarding the Australian-Asian Association's banking and investment
Date Range: 19 March 1979 - 7 May 1981

4/41 **Income Tax**
Correspondence and material regarding income tax and sales tax
Date Range: 16 July 1969 - 23 September 1980

SERIES 5 **MEMBERSHIP MATERIAL**

ON SHELF **REGISTERS OF MEMBERS AND SUBSCRIPTIONS**

5/1 **Australian-Asian Association Register of Members and Subscription Record 1956-1958**
Large green register recording membership and subscription details. Arranged according to the index located at the front of the register. Information includes individual membership (arranged according to surname A-Z) and corporate membership, annual summary, payment and balance.
Date Range: 1956 - 1958 inclusive

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

5/2 **Australian-Asian Association Register of Members and
Subscription Record 1959-1961**

Description as above

Date Range: 1959 - 1961 inclusive

5/3 **Australian-Asian Association Register of Members and
Subscription Record 1962-1963**

Large green register recording membership and subscription details arranged alphabetically according to name A-Z. The details in the book differ slightly from the previous registers and now include the Junior Group. Information includes individual, Junior Group and corporate membership and balance.

Date Range: 1962 - 1963 inclusive

MEMBERSHIP SUBSCRIPTION RECEIPT BOOKS

5/4 **Australian-Asian Association Membership Subscription Receipt
Book 1967**

Large grey receipt book recording payment of membership subscription and miscellaneous donations

Date Range: 19 January - 13 December 1967

5/5 **Australian-Asian Association Membership Subscription Receipt
Book 1967-1968**

Description as above

Date Range: 13 December 1967 - 19 August 1968

5/6 **Australian-Asian Association Membership Subscription Receipt
Book 1968-1969**

Description as above

Date Range: 19 August 1968 - 3 March 1969

5/7 **Australian-Asian Association Membership Subscription Receipt
Book 1969**

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Description as above
Date Range: 3 March - 18 November 1969

5/8 **Australian-Asian Association Membership Subscription Receipt
Book 1969-1970**

Description as above
Date Range: 18 November 1969 - 22 June 1970

5/9 **Australian-Asian Association Membership Subscription Receipt
Book 1970-1971**

Description as above
Date Range: 22 June 1970 - 24 February 1971

5/10 **Australian-Asian Association Membership Subscription Receipt
Book 1971-1972**

Description as above
Date Range: 24 February 1971 - 15 February 1972

5/11 **Australian-Asian Association Membership Subscription Receipt
Book 1972-1973**

Description as above
Date Range: 15 February 1972 - 16 February 1973

5/12 **Australian-Asian Association Membership Subscription Receipt
Book 1973**

Description as above
Date Range: 16 February - 19 December 1973

**Note: Receipts for the months between December 1973 and
March 1974 are no longer in existence**

5/13 **Australian-Asian Association Membership Subscription Receipt
Book 1974-1975**

Standard blue receipt book recording membership subscription
payments and miscellaneous donations from individuals and
corporations. Also receipts issued for the Association's functions
Date Range: 18 March 1974 - 20 January 1975

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 5/14** **Australian-Asian Association Membership Subscription Receipt**
Book 1975
Description as above
Date Range: 20 January - 14 November 1975
- 5/15** **Australian-Asian Association Membership Subscription Receipt**
Book 1975 - 1976
Description as above
Date Range: 14 November 1975 - 27 August 1976
- 5/16** **Australian-Asian Association Membership Subscription Receipt**
Book 1976-1977
Description as above
Date Range: 27 August 1976 - 26 July 1977
- 5/17** **Australian-Asian Association Membership Subscription Receipt**
Book 1977-1978
Description as above
Date Range: 26 July 1977 - 24 April 1978
- 5/18** **Australian-Asian Association Membership Subscription Receipt**
Book 1978-1979
Description as above
Date Range: 24 April 1978 - 6 March 1979
- 5/19** **Australian-Asian Association Membership Subscription Receipt**
Book 1979
Description as above
Date Range: 7 August - 19 December 1979
- 5/20** **Australian-Asian Association Membership Subscription Receipt**
Book 1979-1980
Description as above
Date Range: 19 December 1979 - 29 August 1980

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

BOX 15 MEMBERSHIP SUBSCRIPTION A-K

Arranged alphabetically according to the member's surname. The subscription slips consist of standard business envelopes. From 1964, the information recorded on the front included the member's name, address and telephone number. Also usually indicated was the date membership commenced, the consecutive years subscription was paid, the type of membership, i.e. full, country, junior, student, full year or half year and the reason for termination of membership. By 1968 the slips were considerably less detailed and included the subscriber's essential details and the years of membership. Most of the envelopes contain some copies of membership subscription receipts from the receipt books previously described. [See 5/1 - 5/17]

Note: The following are enclosed in archival polythene bags

- 5/21 Australian-Asian Association Membership Subscription Slips A - B**
Description as above
Date Range: 1 July 1964 - 7 June 1973
- 5/22 Australian-Asian Association Membership Subscription Slips C - D**
Description as above
Date Range: 2 June 1964 - 31 December 1973
- 5/23 Australian-Asian Association Membership Subscription Slips E - F**
Description as above
Date Range: 1 January 1965 - 31 December 1973
- 5/24 Australian-Asian Association Membership Subscription Slips G - H**
Description as above
Date Range: 1 July 1964 - 31 December 1973

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

5/25 Australian-Asian Association Membership Subscription Slips I, J and K

Description as above

Date Range: 5 August 1964 - 31 December 1973

BOX 16 MEMBERSHIP SUBSCRIPTION L-Z

5/26 Australian-Asian Association Membership Subscription Slips L, M and N

Description as above

Date Range: 2 September 1964 - 31 December 1973

5/27 Australian-Asian Association Membership Subscription Slips O, P, Q and R

Description as above

Date Range: 1 January 1964 - 1 October 1972

5/28 Australian-Asian Association Membership Subscription Slips S - T

Description as above

Date Range: 5 August 1964 - 31 December 1973

5/29 Australian-Asian Association Membership Subscription Slips U, V, W, X, Y and Z

Description as above

Date Range: 5 August 1964 - 31 December 1973

BOX 17

5/30 Australian-Asian Association Membership Cards

Standard Index cards recording member's name, address, occupation, date of admission, date removed from the mailing list and payment in arrears. This index system replaced the subscription slips described previously

Date Range: 1974 - 1981

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

MEMBERSHIP APPLICATIONS 1957-1963

The following written applications and completed forms are arranged according to year. The exact date range is not indicated because many of the forms do not have recorded dates

- 5/31** **Australian-Asian Association Membership Application 1957-1958**
Completed membership application forms. Details including name, address, occupation and nationality of the perspective member and the signature of the proposers from the Association.
- 5/32** **Australian-Asian Association Membership Applications 1958**
Description as above
- 5/33** **Australian-Asian Association Membership Applications 1959**
Description as above
- 5/34** **Australian-Asian Association Membership Applications 1960**
Description as above
- 5/35** **Australian-Asian Association Membership Applications 1961**
Description as above
- 5/36** **Australian-Asian Association Membership Applications 1962**
Description as above
- 5/37** **Australian-Asian Association Membership Applications 1963**
Description as above
- BOX 18** **MEMBERSHIP APPLICATIONS AND RENEWAL MATTERS
1964-1968**
- 5/38** **Australian-Asian Association Membership Applications 1964**

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Including:

- Completed membership application forms. Details including name, address, occupation and nationality of the perspective member and the signature of the proposers from the Association.
- The cover letters written by the applicant are included if they still exist.
- Also attached with many of the applications is a standard letter from the Association informing the applicant of the decision

5/39 **Australian-Asian Association Membership Applications and Renewal Matters 1965**

Including:

- Completed membership applications forms. Details including name, address, occupation and nationality of the perspective member and the signature of the proposers from the Association.
- The cover letters written by the applicant are included if they still exist.
- Also attached with many of the applications is a standard letter from the Association informing the applicant of the decision
- Correspondence regarding renewal of membership including letters of resignation and letters of appreciation for continued support

5/40 **Australian-Asian Association Membership Applications and Renewal Matters 1966**

Description as above

5/41 **Australian-Asian Association Membership Applications and Renewal Matters 1967**

Description as above

5/42 **Australian-Asian Association Membership Applications and Renewal Matters 1968**

Description as above

BOX 19 **MEMBERSHIP APPLICATIONS AND RENEWAL FORMS**

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

1969-1974

- 5/43** **Australian-Asian Association Membership Applications and Renewal Matters 1969**
Description as above
- 5/44** **Australian-Asian Association Membership Applications and Renewal Matters 1970**
Description as above
- 5/45** **Australian-Asian Association Membership Applications and Renewal Matters 1971**
Description as above
- 5/46** **Australian-Asian Association Renewal Matters regarding Corporations 1971**
Including:
- Letters from Corporations renewing membership or submitting their resignation
- Letters from the Association expressing appreciation of noted Corporation's support
- 5/47** **Australian-Asian Association Membership Applications and Renewal Matters 1972**
Including:
- Completed membership applications forms. Details including name, address, occupation and nationality of the prospective member and the signature of the proposers from the Association.
- The cover letters written by the applicant are included if they still exist.
- Also attached with many of the applications is a standard letter from the Association informing the applicant of the decision
- Correspondence regarding renewal of membership including letters of resignation and letters of appreciation for continued support

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 5/48** **Australian-Asian Association Renewal Matters regarding Corporations 1972**
Including:
- Letters from Corporations renewing membership or submitting their resignation
- Letters from the Association expressing appreciation of noted Corporation's support
- 5/49** **Australian-Asian Association Membership Applications and Renewal Matters 1973**
Description as above
- 5/50** **Australian-Asian Association Membership Applications and Renewal Matters 1974**
Description as above
- BOX 20** **MEMBERSHIP APPLICATIONS AND RENEWAL FORMS 1975-1983**
- 5/51** **Australian-Asian Association Membership Applications and Renewal Matters 1975**
Description as above
- 5/52** **Australian-Asian Association Membership Applications and Renewal Matters 1976**
Description as above
- 5/53** **Australian-Asian Association Membership Applications and Renewal Matters 1977**
Description as above
- 5/54** **Australian-Asian Association Membership Applications and Renewal Matters 1978**
Description as above
- 5/55** **Australian-Asian Association Renewal Matters regarding Corporations 1978-1979**

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Including:

- Letters from Corporations renewing membership or submitting their resignation
- Letters from the Association expressing appreciation of noted Corporation's support

5/56 **Australian-Asian Association Membership Applications and
Renewal Matters 1979**

Including:

- Completed membership application forms. Details including name, address, occupation and nationality of the perspective member and the signature of the proposers from the Association.
- The cover letters written by the applicant are included if they still exist.
- Also attached with many of the applications is a standard letter from the Association informing the applicant of the decision
- Correspondence regarding renewal of membership including letters of resignation and letters of appreciation for continued support

5/57 **Australian-Asian Association Membership Applications and
Renewal Matters 1980**

Description as above

5/58 **Australian-Asian Association Membership Applications and
Renewal Matters 1981**

Description as above

- Also Membership Subscription reminder notices

5/59 **Australian-Asian Association Corporate Membership Drive 1981**

- Correspondence

Date Range: 20 July - 2 November 1981

BOX 21

5/60 **Australian-Asian Association Membership Applications and
Renewal Matters 1982**

Description as above

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

5/61 **Australian-Asian Association Membership Applications and Renewal Matters 1983**

Description as above

OTHER MEMBERSHIP MATERIAL

5/62 **Australian-Asian Association Membership Sub-Committee Material 1964-1981**

Including:

- Australian-Asian Association Membership Sub-Committee Minutes of Meetings. Incomplete
- Australian-Asian Association Membership Activities Minutes of Meetings. Incomplete
- Australian-Asian Association New Membership Committee Minutes of Meetings
- Extracts from Minutes of Meetings
- Miscellaneous Correspondence regarding the Sub-Committee, members, finance
- Membership Queries

Date Range: 4 May 1964 - 25 May 1981

5/63 **Australian-Asian Association Honorary Life Membership 1965-1981**

Including:

- Correspondence

Date Range: 24 May 1965 - 21 July 1981

5/64 **Australian-Asian Association Corporate Membership Material 1968-1974**

Including:

- Copies and drafts of standard letters about the aims of the Association
- Draft of letter to be sent to companies as prospective Corporate members or donors
- List of Corporate Members 1972/3 and 1973/4

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

5/65 **Australian-Asian Association Corporate Membership Material 1975-1979**

Including:

- Several standard letter expressing Association's appreciation of continued support, draft of letter seeking new donors, letter to Companies who have been approached before and refused or not responded
- Letters from Corporations declining invitation to join the Association 24 April - 1 July 1975
- List of Corporate Members. Incomplete
- Notes on the problems relating to the membership drive

5/66 **Australian-Asian Association Membership and Subscription Lists 1964-1978**

Including:

- List of Members March and May 1964, 1977, 1978,
 - List of subscriptions in arrears 2 October 1964
 - List of non financial Members 1967, 1968, 1969 1970, 1971, 1974, 1976, 1978
 - Report on lagging Subscribers 1972
- Date Range: 1 March 1964 - 11 October 1978

5/67 **Australian-Asian Association Membership and Subscription Lists 1980-1985**

Including:

- List of Members April and December 1980, 1 April 1981, 1982, 1984/1985
 - List of Corporate Members 1982, 1984/1985
 - Compiled Mailing Lists 1980 -1982
 - Report on A.A.A.V. Membership records, M.S., 1982, 1983
 - Report to Executive Committee on membership, M.S., 1983
 - Miscellaneous Membership Committee material 1983
- Date Range: 2 April 1980 - 31 December 1985

5/68 **Australian-Asian Association New Membership Lists 1964-1972**

Including:

- List of New Members 1964, 1965, 1966, 1967, 1968, 1969, 1970,

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

1971, 1972 (the lists were usually compiled by month and the material is incomplete)

- List of applications from new members 1964

Date Range: 7 April 1964 - 1 November 1972

5/69 Australian-Asian Association New Membership Lists 1973-1983

Including:

- List of New Members 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, (the lists were compiled by month and the material is incomplete)

Date Range: 1 February 1973 - 21 September 1983

5/70 Australian-Asian Association New Addressograph Plates and Frames 1971-1981

Including:

- Correspondence regarding requests for new plates and frames

- Lists of members requesting plates and frames

Date Range: 24 June 1971 - 10 February 1981

BOX 22

5/71 Australian-Asian Association Membership Subscriptions 1981

Including:

Correspondence and receipts

Date Range: 1 July - 26 November 1981

5/72 Australian-Asian Association Membership Lists 1981-1982

Including:

- Correspondence and Membership list for 1981-1982

5/73 Australian-Asian Association Corporate Subscriptions and Resignations 1981-1983

Including:

- Correspondence and a list of Australian-Asian Association Corporate Members

Date Range: 23 June 1981 - 8 September 1983

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

5/74 Membership File 1983

Including:

Mailing list, correspondence, alphabetically indexed application forms

Date Range: not applicable

5/75 Membership File 1984

Including:

list of unfinancial members, mailing list, subscription payments

SERIES 6 AUSTRALIAN-ASIAN ASSOCIATION WOMEN'S GROUP

BOX 23 CONSTITUTIONAL MATERIAL

6/1 Australian-Asian Association Women's Group By-Laws

Including:

- Women's Group By-Laws, 6 copies

- Report - "Suggested personal approach to well known personalities and commercial undertakings to raise funds". 2 copies

- Proposed amendments to By-Laws

WOMEN'S GROUP MINUTES AND ANNUAL REPORTS

6/2 Australian-Asian Association Women's Group Minute Book 1957-1968

Standard green Minute Book with mustard binding enclosing the Women's Group Minutes of Meetings. The Minutes are apparently complete.

Date Range: 12 August 1957 (original meeting) - 23 July 1968

Note: This Minute Book is in good condition but the actual Minutes are slightly damaged because the Committee used adhesive tape to attach the pages

BOX 24

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 6/3** **Australian-Asian Association Women's Group Minutes of Meetings and Annual General Reports 1957-1970**
- Including:
- Women's Group Executive Committee Agenda and Minutes of Meetings
- Women's Group Agenda and Annual General Report
Date Range: 30 July 1957/13 April 1959 (First Annual Report) - March 1969/March 1970
- 6/4** **Australian-Asian Association Women's Group Minutes of Meetings and Annual General Reports 1972-1981**
Including
- Women's Group Executive Committee Agenda and Minutes of Meetings
- Women's Group Annual general Meetings
- Women's Group Honorary Secretary's Report
- List of Committee Members
Date Range: 2 February 1972 - 25 August 1981
- 6/5** **Australian-Asian Association Women's Group Minutes of Meetings and Annual General Reports 1981-1984**
As above
Date Range: 17 March 1981 - 26 March 1984
- 6/6** **Australian-Asian Association Women's Group Minutes of Meetings and Annual General Reports 1981-1984**
As above
Date Range: 17 March 1981 - 26 March 1984
- WOMEN'S GROUP CORRESPONDENCE 1957-1976**
- 6/7** **Australian-Asian Association Women's Group Correspondence 1957-1958**
Original and drafted correspondence regarding formation of the Women's Group, functions, invitations extended, apologies, acknowledgments, Committee Meetings, application and acceptance of membership, inquiries, administration, entertainment tax, financial

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

details.

Also aims and objects of the Women's Group

Date Range: 4 September 1957 - 31 July 1958

6/8

Australian-Asian Association Women's Group Correspondence regarding "Dried Milk For India" 1960-1969

Correspondence concerning the shipment of dried milk for India arranged by St John's Baby Clinic in Calcutta and supported by the Women's Group. The letters chronicle details of the consignments and freight, acknowledgments from the Clinic, information on St John's Baby Clinic, India's predicament, administrative details, financial matters and the eventual closing of the Clinic.

Also copies of consignment details from Australian Customs, St John's Baby Clinic Chairman's Report and photographs

Date Range: 27 July 1960 - 26 August 1970

6/9

Australian-Asian Association Women's Group Correspondence regarding Hua Hsing Children's Home 1961-1968

Correspondence concerning the Women's Group support of the orphans at the Hua Hsing Children's Home in Taiwan. The letters chronicle the donations, the Women's Group fund raising events, acknowledgment from the superintendent from the Orphanage. Also copies of translated letters from several students who won scholarships expressing their appreciation and describing their life in Taiwan.

Also photographs of children and the Orphanage

Date Range: 29 November 1961 - 17 November 1968

6/10

Australian-Asian Association Women's Group Correspondence 1968-1976

General Correspondence regarding Committee matters, financial matters, events and functions, letters of confirmation or apologies, letters of acknowledgment i.e. to guests or for donations to the Association, Host Family Scheme.

Also letters regarding the Group's support for the Alfred Hospital.

Note: The letters are predominantly incoming

Date Range: 21 June 1968 - 14 December 1976

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 6/11** **Australian-Asian Association Women's Group Correspondence regarding Children's Art Exhibition 1970-1971**
Correspondence concerning the Exhibition of Children's Art from Asia arranged by the Women's Group. The letters chronicle its inception, communication with the eight Asian countries involved, organisational arrangements, financial matters, administration, transportation details, invitations, acknowledgments, programme. Also correspondence with various Asian schools regarding contributions.
Also general conditions of the Exhibition, newspaper coverage of the event, list of paintings, drawings and prints exhibited, copies of certificates given to contributors
Date Range: 13 April 1970 - 25 October 1971
- 6/12** **Australian-Asian Association Women's Group Correspondence regarding Alfred Hospital Cardiac Patients 1971-1975**
Correspondence concerning the Women's Group Heart-Unit Visiting Service to Asian patients (Alfred Hospital). The letters chronicle communication with the Hospital about patients, the visiting service, need for donations of clothes and other items i.e. hire of television, letters from former patients.
Also Heart-Unit Visiting Service Annual Report
Date Range: 12 January 1971 - 6 June 1975
- BOX 25** **WOMEN'S GROUP CORRESPONDENCE 1977-1985**
- 6/13** **Australian-Asian Association Women's Group Correspondence 1977-1981**
General Correspondence regarding Committee matters, functions and events, letters of confirmation or apologies, letters of acknowledgment for donations, financial matters
Date Range: 18 January 1977 - 21 July 1981
- 6/14** **Australian-Asian Association Women's Group Correspondence 1979-1985**

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

As above

Date Range: 1 November 1978 - 20 March 1985

WOMEN'S GROUP FINANCIAL MATERIAL

Note: The following cheque books are the only ones remaining in the collection for the Women's Group

- 6/15** **Australian-Asian Association Women's Group Cheque Book Butts 1961-1963**
National Bank of Australasia Cheque Book Butts recording expenses incurred by the Women's Group. Including functions, catering, St John's Children's Party, Annual Meeting.
Also donations for The Chinese Consulate (the Orphanage), Malaya Orphanage
Date Range: 15 August - 15 May 1963
- 6/16** **Australian-Asian Association Women's Group Cheque Book Butts 1966-1968**
National Bank of Australasia Cheque Book Butts recording expenses incurred by the Women's Group. Including functions, Children's Parties, catering, donations, flowers
Date Range: 19 September 1966 - 12 March 1968
- 6/17** **Australian-Asian Association Women's Group Cheque Book Butts 1968**
National Bank of Australasia Cheque Book Butts recording expenses incurred by the Women's Group. Including catering, functions, luncheons, annual meetings, flowers
Date Range: 12 March 1968 - 24 July 1968
- 6/18** **Australian-Asian Association Cheque Deposit Book 1967-1970**
The National Bank of Australasia Cheque Deposit Book records the particulars of cheques deposited by the Women's Group. Payment was predominantly for membership
Date Range: 30 June 1967 - 30 April 1970

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 6/19** **National Bank of Australasia Bank Statements 1963-1968**
Australian-Asian Association Women's Group in account with the
National Bank Statements. Incomplete
Date Range: 17 January 1963 - 17 October 1968
- 6/20** **National Bank of Australasia Statement of Receipts and**
Payments
Australian-Asian Association Women's Group Statement of Receipts
and Payment for 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972
Date Range: 31 December 1965 - 31 December 1972
- 6/21** **Women's Group Financial Matters and Expenditure 1963**
Including:
- Monthly Financial Statement 1963
- Miscellaneous loose receipts for expenses including catering,
functions, parties and events, i.e. Children's Party,
Date Range: 1 January - 17 December 1963
- 6/22** **Women's Group Financial Matters and Expenditure 1968**
Including:
- Part of the Women's Group Cash Book listing a summary of
miscellaneous receipts and expenses for 1968. M.S. 3 p.
- Miscellaneous loose receipts for expenses including donations i.e.
powdered milk for St John's Clinic in India, catering, beverages,
food, accommodation
Date Range: 1 January - 31 December 1968
- 6/23** **Women's Group Financial Matters and Expenditure 1969**
Including:
- Part of the Women's Group Cash Book listing a summary of
miscellaneous receipts and expenses for 1969. M.S. 3pp.
- Miscellaneous receipts for expenses including catering, functions
i.e. dinner and luncheons, donations i.e welfare fund, flowers,
Date Range: 1 January - 31 December 1969

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

6/24 Women's Group Financial Matters and Expenditure 1970

Including:

- List of Cheques
- Miscellaneous receipts including catering, functions, flowers, telephone, food, printing, laundry

Date Range: 7 January - 31 December 1970

WOMEN'S GROUP FUNCTIONS

6/25 Australian-Asian Association Women's Group Christmas Party 1961-1972

Invitations, programmes, forms and instructions for the annual Christmas Party arranged by the Women's Group. The material is incomplete and only relates to the years 1961, 1965, 1969, 1972

6/26 Australian-Asian Association Women's Group Functions 1968-1980

Invitations, programmes and forms for various functions organised by the Women's Group. Events including miscellaneous luncheons, traveller's talks, Chinese Fiery Horse Party, Indian Dinner, cocktail parties. Also material regarding the complimentary luncheon for Mrs Malcolm Fraser including the programme and table seating

Date Range: 22 February 1968 - 24 January 1980

WOMEN'S GROUP MISCELLANEOUS

6/27 Women's Affairs

Including:

- Material for the International Council of Women Regional Conference; programme, agenda, reports, papers. October 1973
- National Women's Advisory Council Press Releases, 26 February - 9 March 1979
- Paper "Family Planning in Australia", Australian Council for Overseas Aid National Seminar on World Population, August 1973
- The Women's Council Bulletin December 1964, January 1967, July 1967, January 1968

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

ON SHELF

6/28 **Australian-Asian Association Women's Group Receipt Book
1964-1970**

Large green receipt book with red binding. The book records donations and fund raising events organised or supported by members of the Australian-Asian Association of Victoria Women's Group. Donations and causes include Children's Christmas Party, Papua New Guinea, Powdered Milk for India, Orphans Fund, Freedom from Hunger, Cancer Institute of Calcutta, Save the Children's Fund.

Also receipts for Annual Meeting, coffee party and various luncheons. Complete receipt book

Date Range: 1 August 1964 - 7 September 1970

SERIES 7 **FUNCTIONS COMMITTEE [LATER FUNCTIONS SUB-COMMITTEE]**

BOX 26 **MINUTES OF MEETINGS 1962-1981**

7/1 **Australian-Asian Association Functions Committee Minutes of
Meetings 1962-1969**

Including:

- Australian-Asian Association of Victoria Minutes of Functions Committee Meetings
- Australian-Asian Association Minutes of Extraordinary Meeting of the Functions Committee
- Australian-Asian Association Picnic Sub-Committee Minutes of Meetings

Date Range: 24 July 1962 - 27 November 1969

Note: By 1970 the Functions Committee was called Functions Sub-Committee

7/2 **Australian-Asian Association Functions Sub-Committee Minutes
of Meetings 1970-1977**

Including:

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- Australian-Asian Association of Victoria Agenda and Minutes of Functions Sub-Committee Meetings
 - Australian-Asian Association of Victoria Women's Group and Functions Sub-Committee Minutes of Meetings
- Date Range: 6 March 1970 - 8 March 1977

7/3 **Australian-Asian Association Functions Sub-Committee Minutes of Meetings 1980-1981**

Including:

- Australian-Asian Association of Victoria Agenda and Minutes of Functions Sub-Committee Meetings
 - Copy of Executive Committee Minutes of Australian-Asian Association of Victoria Meeting
 - List of Committee members
- Date Range: 24 January 1980 - 19 August 1981

FUNCTIONS AND EVENTS 1958-1975

7/4 **Australian-Asian Association Functions 1958**

Material regarding functions and events held by Australian-Asian Association. The following material is filed in individual brown manilla folders with their applicable title and include:

- Notice and Minutes of the Film and Fashion Premiere Committee
- Festive Film and Fashion Premiere, "Gigi" cash statement, correspondence, vouchers, bank statements, programmes and tickets
- Film Premiere "I Accuse" Bank statements, vouchers, ticket sales, cash statements

Date Range: 26 November 1957 - 7 November 1958

7/5 **Australian-Asian Association Functions 1961-1969**

Including:

- The Bookings Register for various Australian-Asian Association functions and luncheons recording names, date, amount paid
- Also including material regarding the Australian-Asian Association Annual Picnic for Asian students
- Extract from Minutes of Meeting of Executive Committee regarding Student's Picnic
 - Correspondence regarding the annual picnic
 - Information sheets

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- List of names for letter of thanks
- List of drivers
Date Range: 18 July 1961 - 24 April 1969

7/6

Australian-Asian Association Functions 1974

Correspondence and material regarding functions and events held by the Australian-Asian Association. Including New Years celebrations, program and bookings for the Australian-Asian Picnic, booking details for the dinner for Asian students, Conference of the Asian Students Association

Date Range: 3 January - 13 September 1974

7/7

Australian-Asian Association Functions 1975

Correspondence and material regarding functions and events held by Australian-Asian Association. Including New Years celebrations, reception for chess players, dinner for the Ambassador of Burma, luncheon with the Ambassador of Korea, wine tasting, Mansudae Art Troupe

Date Range: 28 January - 28 November 1975

7/8

Australian-Asian Association Functions 1976

Correspondence and material regarding functions and events held by Australian-Asian Association. Including reception for the Ambassador of Indonesia, cocktail party, wine tasting night, film evening.

Also correspondence concerning hospitality to visitors from New Guinea

Date Range: 27 January - 5 December 1976

BOX 27

FUNCTIONS AND EVENTS 1976-1979

7/9

Australian-Asian Association Art Exhibition and Awards 1976

Correspondence and material regarding Australian-Asian Association Art Exhibition and Awards sponsored by Caltex Oil (Aust.) Pty. Ltd. Including:

- Letters
- Drafted conditions of entry
- Art Prizes for Asians in Australia Sub-Committee Minutes of

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Meetings

- Minutes of the Executive Committee Meeting

- Guest List

- List of entries and title of work

Date Range: 16 December 1975 - 16 November 1976

7/10 **Australian-Asian Association Late Afternoon Gatherings 1976-1980**

Material regarding the Late Afternoon Gatherings held by the Australian-Asian Association. Including correspondence, guest lists, attendance, new members, financial details

Date Range: 3 August 1976 - 30 September 1980

7/11 **Australian-Asian Association Functions 1977**

Correspondence and material regarding functions and events held by Australian-Asian Association. Including Australian-Asian Anniversary dinner, Australian Ceylon Fellowship luncheon, Asian students picnic, late afternoon gathering, film evening, International House luncheon, dinner for Prince and Princess Prem, luncheon "Leonda on the Yarra".

Also correspondence regarding hospitality arrangements for visiting Asians

Date Range: 19 January - 2 December 1977

7/12 **Australian-Asian Association Functions 1978**

Correspondence and material regarding functions and events held by the Australian-Asian Association. Including Special meeting, dinner and mannequin parade, dinner to the Governor-General, receptions, luncheons and dinner parties for various Ambassadors, picnic at Smith's Gully, film evening, function at Sir Edward Dunlop's home.

Also correspondence and acknowledgments regarding hospitality arrangements for visiting Asian students

Date Range: 30 January - 3 October 1978

7/13 **Australian-Asian Association Asian Happening 1978**

Correspondence, programmes, minutes of meetings, invitations, memos regarding the function "Asian Happening"

Date Range: 29 July - 28 November 1978

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 7/14** **Australian-Asian Association Anniversary Dinner 1978**
Correspondence and material regarding the Anniversary Dinner.
Including:
- Letters
- Minutes of meeting of Committee to organise 21st Anniversary Dinner
- List of Committee Members
- Attendance details, programme, seating arrangements, invitations, application for permit for the consumption of liquor
Date Range: 13 June - 19 July 1978
- 7/15** **Australian-Asian Association Functions 1979**
Correspondence and material regarding functions and events held by Australian-Asian Association. Including receptions, luncheons and dinner parties for various Ambassadors, dinner at Sir Edward Dunlop's house, film screening, theatre evening
Also correspondence regarding hospitality arrangements for visiting Asians. Also Australian-Asian Association Newsletter, 30 May 1979
Date Range: 27 February - 10 December 1979
- 7/16** **Film and Talk by Dr. Michael Toole 1979**
Correspondence and material regarding Dr. Michael Toole's Film and illustrated Talk organised by Australian-Asian Association Functions Sub-Committee.
Also material documenting member's donations towards Dr. Toole's work at the Ban Nam Tao Hospital in Thailand
Date Range: 30 May - 11 September 1979
- BOX 28** **FUNCTIONS AND EVENTS 1980-1984**
- 7/17** **Australian-Asian Association Functions 1980**
Correspondence and material regarding functions and fund-raising events held by Australian-Asian Association. Including receptions, luncheons and dinners for various Ambassadors, Chinese Cultural Night, picnic/barbecue, Dinner Dance, luncheon at the Hotel Australia, dinner "At Home" International House, late afternoon

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

function and Victoria's 150th Anniversary.
Also correspondence regarding hospitality arrangements for visiting
Asians students
Date Range: 13 February - 22 December 1980

- 7/18** **Australian-Asian Association Functions 1981**
Correspondence and material regarding functions and fund-raising
events held by Australian-Asian Association. Including receptions,
luncheons and dinners for various Ambassadors, Annual Host Family
picnic/barbecue, Asian Garden Party, miscellaneous talks, luncheon
at Hotel Australia
Date Range: 16 February - 21 August 1981
- 7/19** **Australian-Asian Association Silver Jubilee Appeal 1981**
Correspondence, minutes and related material regarding the Silver
Jubilee Appeal
Date Range: 25 May - 18 September 1981
- 7/20** **Australian-Asian Association Functions 1982**
Correspondence and material regarding functions and fund-raising
events held by Australian-Asian Association. Including receptions,
Melbourne Cup luncheon, various luncheons and dinners for
Ambassadors
Date Range: 26 January - 26 November 1982
- 7/21** **Australian-Asian Association Functions 1983-1985**
Correspondence and material regarding functions held by Australian-
Asian Association. Including "India Today" Inaugural Dinner (see
also 12/1), circular on 1983 events, square dance. Incomplete
Date Range: 1 August 1983 - 5 February 1985
- 7/22** **Advertising offers to Australian-Asian Association 1983/1984**
Letters, material, leaflets and miscellaneous offers advertising
functions and events sent to the Australian-Asian Association.
Including catering, film screenings, courses, programme guides.
Also the Western-Asian Association of Western Australia functions
Date Range: 17 February 1983 - 25 August 1984

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 7/23** **Australian-Asian Association Tour Material**
Including:
- Itinerary
- Special Notice
- Correspondence
- Assorted travel brochures
Date Range: 10 - 30 January 1960
- BOX 29** **SEMINARS AND CONFERENCES**
- 7/24** **5TH Asian-Pacific Congress of Gastro-Enterology, Singapore 1976**
Correspondence and related material
Date Range: January - 27 March 1976
- 7/25** **Asian Happening 1979**
Correspondence, receipts, invitations, posters, programme, guest list, minutes of the Asian Happening Meeting
Date Range: 9 August 1978 - 29 November 1979
- 7/26** **China Symposium 1980-1981**
Correspondence, cheque book, receipt book, petty cash, postage details, receipt for payment, China Symposium Organising Committee minutes of meetings, provisional programme, alphabetical list of registrations, symposium address
Date Range: 11 December 1980 - 16 March 1981
- 7/27** **"India Today" Symposium Minutes of Meetings and Correspondence 1983**
Including:
- Minutes of India Symposium Sub-Committee Meeting
- Correspondence regarding the organisation of the Symposium, with proposed speakers, acknowledgments, the brochure distribution, alterations, Committee meetings, media coverage, financial matters, confirmation of plans, travel arrangements. Also letters of appreciation written after the event

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- Notes regarding the Symposium. M.S.
Date Range: 19 July 1983 - 30 May 1984

7/28

"India Today" Symposium Financial Material 1983

Including:

- "India Today" Symposium Income and Expenditure Account
 - National Australia Bank Cheque Book Butts documenting payment for postage, services, reimbursements, catering, liquor, printing, television rentals, guest transport, deposit for hire of Stonnington. 17 March - 6 May 1983
 - National Australia Bank Cheque Book Butts documenting payment for rentals, services, hire of Stonnington 2 November - 15 November 1983
 - National Australia Bank Statements for the "India Fund" 4 March - 15 November 1983
 - National Australia Bank Deposit Book recording individual deposits for the AAV India Fund 20 May - 14 November 1983
 - Cash Receipt Book documenting payment to the AAV India Fund. 11 February - 1 October 1983
 - Correspondence regarding financial matters, catering, brochure distribution.
 - Miscellaneous receipts
- Date Range: 17 March - 15 November 1983

7/29

"India Today" Symposium General Material

Including:

- "India Today" Brochure and Booklet
 - Status of Brochure distribution
 - Guest List and number
- History of Stonnington

SERIES 8

AUSTRALIAN-ASIAN ASSOCIATION GEELONG BRANCH

BOX 30

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

8/1

**Australian-Asian Association Geelong Branch
Constitution and Objects**

Australian-Asian Association Geelong Branch Constitution and Objects including:

- Geelong Branch Constitutional Amendments 20 June 1958
- Copy of the Australian-Asian Association of Victoria Objects and Constitution

8/2

Australian-Asian Association Geelong Branch Minutes of Meetings and related Correspondence 1957-1983

Including:

- Correspondence regarding formation of the branch, meetings, annual business, financial matters
- Copy of the Constitution and Rules of Geelong Branch of the Australian-Asian Association of Victoria. Also the Geelong Group's primary activities
- Australian-Asian Association Geelong Branch Annual Report No. 1, 2, 3, 8, 11, 15, 16, 21
- Australian-Asian Association Geelong Branch Women's Group Annual Report No. 4, 5
- Minutes of Meetings (incomplete)
- List of Executive Committee (incomplete)
- Statement of receipts and payments (incomplete)
- Executive Newsletter (incomplete)

Date Range: 7 November 1957 - 13 September 1983

SERIES 9

AUSTRALIAN-ASIAN ASSOCIATION YOUNGER MEMBERS' GROUP

The Australian-Asian Association of Victoria Junior Group was first formed in 1959. It was later disbanded during the following decade. Subsequently the Junior Group was reformed as the Younger Members' Group and launched by the President, Sir Edward Dunlop in August 1978

GENERAL MEETING AND CORRESPONDENCE

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

9/1 Australian-Asian Association Junior Group Correspondence and Newsletters 1959-1967

Including:

- Correspondence
 - Newsletters
 - J.A.A.V. Committee members 1963
 - Junior Group Agenda of Annual General Meeting 1965 - Income and expenditure account 1965
- Date Range: 20 November 1959 - 28 July 1967

9/2 Australian-Asian Association Younger Members' Group Correspondence and Meetings 1977-1980

Including:

- Newspaper extract and report on the launch of the Younger Members' Group
 - Correspondence regarding finance, meetings, functions, publicity
 - Agenda and Annual General Meetings Reports. Incomplete
 - Younger Members' Group banking
 - Miscellaneous functions i.e. dinner dance, cinema, snow trip
 - Younger members' mailing lists and membership details
- Date Range: 8 December 1977 - 10 November 1980

9/3 Australian-Asian Association Younger Members' Group Correspondence and Meetings 1981-1983

Including:

- Agenda and Annual General Meetings Reports. Incomplete
 - Younger Members' Group banking
 - Miscellaneous functions i.e. dinner dance, cinema, snow trip
 - Correspondence regarding finance, meetings, functions, publicity
- Date Range: 24 March 1981 - 8 March 1983

YOUNGER MEMBERS' GROUP FUNCTIONS

9/4 Australian-Asian Association Younger Members' Group Functions Material 1978-1981

Including:

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- Correspondence regarding functions
 - Guest lists for various events, dinners and functions
 - Receipts and reimbursements
- Date Range: 2 December 1978 - 12 September 1981

YOUNGER MEMBERS' GROUP FINANCIAL MATERIAL

9/5 **Australian-Asian Association Younger Members' Group
Financial Material 1979-1983**

Note: The following material was taken directly from a standard red binder folder.

Material including:

- Cash receipts and payments journals
- General Journal
- General Ledger
- Bank statements 1980 Results
- Younger members' Balance sheet 1978, 1980, 1981, 1982
- Miscellaneous receipts

Date Range: 31 December 1979 - 23 March 1983

Note: The following are enclosed in an archival polythene envelope

9/6 **Australian-Asian Association Younger Members' Group Cheque
Book Butts 1978-1980**

The National Bank of Australasia Cheque Book Butts records the Younger Members' Group payment for functions, decorations, donations, postage, printing, catering, transport, annual meeting expenses

Date Range: 2 December 1978 - 19 March 1980

9/7 **Australian-Asian Association Younger Members' Group Cheque
Book Butts 1979**

Description as above

Date Range: 13 May 1979

9/8 **Australian-Asian Association Younger Members' Group Cheque
Book Butts 1980-1981**

Description as above

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Date Range: 29 April 1980 - 22 June 1981

9/9 **Australian-Asian Association Younger Members' Group Cheque Book Butts 1981-1982**

The National Bank of Australasia Cheque Book Butts records the Younger Members' Group reimbursements
Date Range: 23 June 1981 - 20 September 1982

9/10 **Australian-Asian Association Younger Members' Group Cheque Book Butts 1982-1983**

The National Bank of Australasia Cheque Book Butts records the Younger Members' Group payments for functions, wine, donations. Empty cheques remain
Date Range: 22 June 1981 - 23 March 1983

9/11 **Australian-Asian Association Younger Members' Group Deposit Pay-In Book 1978-1981**

The National Bank of Australasia Pay-In Book documents deposits made by Younger members' Group from fund-raising events, individuals and organisations
Date Range: 30 November 1978 - 6 April 1981

9/12 **Australian-Asian Association Younger Members' Group Deposit Pay-In Book 1981-1983**

Description as above. Deposit slips remain in the book
Date Range: 4 June 1981 - 10 March 1983

SERIES 10 **OTHER SUB-COMMITTEES**

BOX 31 **HOST FAMILY SCHEME SUB-COMMITTEE**

The Host Family Scheme was established in 1966 to assist and befriend Asian students arriving to study in Victoria for the first time. The "host" provided a home that the student was invited to visit for social contact and if necessary for advice and assistance

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 10/1** **Australian-Asian Association Host Family Scheme Sub-Committee Minutes of Meetings 1974-1983**
Including:
- Minutes of Meetings of Australian-Asian Executive Committee. Incomplete
- Minutes of Meetings of Sub-Committee for the Host Family Scheme. Incomplete
- Host Family Scheme Reports
- Correspondence regarding meetings and paramount aim of the organisation
- Draft of the Bulletins, M.S.
Date Range: 1 October 1974 - 17 August 1983
- 10/2** **Australian-Asian Association Host Family Scheme Sub-Committee Financial Material 1971-1980**
Including:
- Host Family Scheme and Guided English Practice Scheme summary of payments from fund and costing statement
- Host Family Scheme budget estimate
- Report of the auditors
- Correspondence regarding financial matters
Date Range: 30 June 1971 - 30 June 1980
- 10/3** **Australian-Asian Association Host Family Scheme Sub-Committee Correspondence 1967-1981**
Correspondence with the Family Host Scheme Sub-Committee. Matters including the Schemes' operation, altered procedures, financial details, journalistic misrepresentation (attached copy of the offending article), conferences, welfare, Committee matters. Also early letters with the International Centre Foundation of Australia regarding hospitality to visiting Asian students
Date Range: 1 December 1967 - 17 December 1981
- 10/4** **Australian-Asian Association Host Family Scheme Sub-Committee Miscellaneous 1978-1980**
Including:
- Form of acceptance for the Host Family Scheme
- Report on the organisation and procedures of the Host Family Scheme

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- Members of the Association who are Host Families
- Draft of the handbook for Host Families
- Completed forms regarding hospitality and accommodation facilities
- Budget Statement by the Minister for Immigration and Ethnic Affairs. Review of overseas students - Review of Policy
- Miscellaneous Newspaper extracts regarding the Host Family Scheme

Date Range: 12 June 1978 - 29 January 1980

OTHER SUB-COMMITTEES

10/5 **Composition of Australian-Asian Association Sub-Committees 1978-1981**

Including:

- Composition and appointment of Sub-Committees for 1975, 1977, 1978, 1979, 1981/1982
- Correspondence and Memorandums
- Minutes of Australian-Asian Association Executive Committee Meeting 1 May 1974

Date Range: 1 May 1974 - 4 May 1981

10/6 **Australian-Asian Association Fund Raising Sub-Committee 1961-1962**

Material regarding fund raising including a compilation of letters of interest to the Sub-Committee and standard letters with the aim of providing funds

Date Range: 17 October 1961 - 15 June 1962

BOX 32

10/7 **Australian-Asian Association Welfare Sub-Committee 1965-1970**

Including:

- Extracts from Minutes of Executive Committee Minutes regarding welfare fund, the Committee, the Ambon appeal and International House
- Australian-Asian Association Welfare Sub-Committee Minutes of Meetings. Complete
- Correspondence regarding meetings, Ambon Appeal, International

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

House, welfare fund, donations, intended projects, circulation library scheme

- Australian-Asian Association Welfare Account

Date Range: 4 August 1965 - 4 May 1970

10/8 **Australian-Asian Association Finance Sub-Committee 1965-1982**

Including:

- Extracts from Minutes of Meetings of Executive Committee regarding Finance Sub-Committee

- Minutes of Finance Sub-Committee Meetings

- Correspondence

- Financial Notes

Date Range: 1 December 1965 - 24 August 1982

10/9 **Australian-Asian Association Publicity Sub-Committee 1966-1970**

Including:

- Extract from Minutes of Executive Committee Meeting regarding publicity

- Australian-Asian Association of Victoria report "A Look at the first decade"

- Standard letters requesting need for future endeavour for new members and suggested personal approach to well known personalities and commercial undertakings to raise funds

- Programme for an Appeal

Date Range: 6 July 1966 - 7 May 1970

10/10 **Australian-Asian Association Publicity Sub-Committee 1976-1981**

Including:

- Publicity Sub-Committee Report

- Correspondence regarding publicity matters

- Australian-Asian Association Publicity Sub-Committee Minutes of Meetings

- Newspaper Extracts

Date Range: 3 December 1976 - 14 April 1981

10/11 **Australian-Asian Association Publicity Sub-Committee**

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

regarding Newsletters 1964-1976

Including:

- Extract from Minutes of Executive Committee Meeting regarding Newsletters
- Correspondence involving requests for the Newsletter and acknowledgments

Date Range: 7 October 1964 - 30 July 1976

10/12 Australian-Asian Association Projection Sub-Committee 1974-1976

Australian-Asian Association Projection Sub- Committee Notice of Meetings and Minutes of Meetings. Drafts and typed. Incomplete

Date Range: 23 July 1974 - 20 November 1976

10/13 Australian-Asian Association Forward Planning Sub-Committee 1976-1978

Australian-Asian Association Forward Planning Sub-Committee Notice of Meetings and Minutes of Meetings. Incomplete

Date Range: 17 May 1976 - 12 June 1978

10/14 Australian-Asian Association China Seminar Organising Sub-Committee 1980

Australian-Asian Association China Symposium Organising Committee Minutes of Meetings. Incomplete

Date Range: 3 June - 7 October 1980

10/15 Australian-Asian Association "Promote Friendship between New Migrants" Committee 1980

Minutes of Meeting, 6 November 1980

10/16 Proposal to Establish Asian Centre in Melbourne 1964-1966

Australian-Asian Association correspondence, submissions regarding the Asian Centre, Minutes of Meetings of Australian-Asian Centre Sub-Committee, reports

Date Range: 1 August 1964 - 29 November 1966

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

SERIES 11 SUBJECT FILES

AUSTRALIAN COUNCIL FOR OVERSEAS AID

The Australian-Council for Overseas Aid was established in 1965 in response to the demands for overseas assistance and the need to communicate and cooperate on foreign aid. The Australian-Asian Association was closely involved with the Council as one of the original member organisations consulted. By 1971, the Association was one of the 30 Australian Voluntary Agencies working in the field of overseas aid and development co-ordinated by the ACFOA body

BOX 33

11/1 Australian-Council for Overseas Aid Minutes of Meetings 1964-1971

Including:

- Extract from Minutes of Australian-Asian Association Executive Committee Minutes regarding the Association's proposed Seminar
 - Draft Constitution of Australian-Council for Overseas Aid and completed Constitution
 - Australian-Council for Overseas Aid Objectives and Relationships with Government
 - Minutes of Meetings of Voluntary Aid Organisations
 - Australian-Council for Overseas Aid Minutes of Executive Committee
 - Australian-Council for Overseas Aid Council meetings. Attached Refugee and Migrant Service Commission Report and Honorary Secretary's Report
 - Australian-Council for Overseas Aid Education Committee Minutes of Meeting
 - Australian-Council for Overseas Aid Tax Deducibility for Donations. Report and handbook
 - Mailing List of ACFOA Member Organisations
- Date Range: 5 May 1964 - 29 September 1971

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 11/2** **Australian-Council for Overseas Aid Correspondence 1964-1971**
Correspondence involving the Australian-Asian Association and Australian-Council for Overseas Aid. Matters relating to the Voluntary Foreign Aid Seminar, the creation of the Australian-Council for Overseas Aid, committee meetings, financial matters, the published Directory of Overseas Aid Organisations, details of aid provided by ACFOA member organisations, Education Conference and scheme for educational rehabilitation in Bangladesh. Correspondence includes regular ACFOA memorandums Also extracts from Minutes of Meeting of Australian-Asian Association Executive Committee
Date Range: 8 June 1964 - 8 December 1971
- 11/3** **Australian-Council for Overseas Aid Seminars 1966-1971**
Including:
- Aid for Development. Australian-Council for Overseas Aid Seminar 6-7 June 1967. Material including timetable, seminar participants, report on group discussion,
- Draft Questionnaire on value and volume of aid sent overseas by Australian Non-Government Organisations
- Australian-Council for Overseas Aid Council and Seminar 13 - 15 August 1971. Material including programme, copies of seminar papers
- Other Addresses
Date Range: 3 march 1966 - 15 August 1971
- 11/4** **Australian-Council for Overseas Aid Reports and Publications 1967-1971**
- "Not by Governments Alone" - The Role of Australian voluntary overseas aid organisations in world-wide campaigns against poverty and suffering. Produced by ACFOA
- ACFOA Vietnam Project List, June 1967
- ACFOA Charter of Algiers, 24 October 1967
- Analysis of Australian Non-Government aid to Nigeria, March 1970 and Indonesia, November 1970 and East Pakistan, October 1971
-Overseas Aid Organizations Appeals Calendar compiled by ACFOA, November 1970
- ACFOA Draft for the establishment of a Commonwealth Disaster

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

Emergency Committee, August 1971
- ACFOA Submission on Co-Ordination of Fund Raising for Major International Disasters, August 1971
- ACFOA Newsletter Overseas Aid News, June 1968, October 1968, December 1969, June 1970. Incomplete
Date Range: 1 June 1967 - 15 August 1971

11/5 **Welfare of Overseas Students Interstate Conference of Co-Ordinating Committees and Welfare Officers 1975**
Welfare of Overseas Students Interstate Conference of Co-ordinating Committees and Welfare Officers. Convened by the Australian Development Assistance Agency, Canberra. Transcript including Agenda, programme, list of delegates and observers, complete reports.
Date Range: 21 -22 August 1975

11/6 **Conference of Co-Ordinating Committees for the Welfare of Overseas Students "A Community Self-Help Workshop" August 1979**
Welfare of Co-ordinating Committees for the Welfare of Overseas Students. Convened by the Australian Development Assistance Bureau, Canberra. Transcript including agenda, programme, welcome to delegates, list of delegates, complete reports and discussion papers
Date Range: 29 August 1979

11/7 **Miscellaneous Material**
Including:
- Budget Statement by the Honourable M.J.R. Mackellar Minister for Immigration and Ethnic Affairs on entry of overseas students, adult migrant education and charges for immigration services 22 August 1979
- Department of External Affairs External Aid Bulletin, July 1968
- Graph analysis of primary production and demand, land, wood products, income for the years 1962, 1975, 1985
- Rabindranath Tagors by Arabinda Basu. Essays celebrating the centenary of the birth on Rabindranath Tagors

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

- 11/8** **Brochures and Background Notes**
Including:
- Background Notes and Drafts
- Pamphlets
- 11/9** **Australian-Asian Association Victorian Prizes 1966-1983**
Including correspondence, drafts, extracts from Australian-Asian
Association Minutes regarding language prizes
Date Range: 9 March 1966 - 17 March 1983
- 11/10** **Welfare Projects 1971-1981**
Correspondence, reports, photographs from the Foster Parents Plan of
Australia
Date Range: 28 January 1971 - 1 August 1981
- 11/11** **Melbourne Council for Overseas Students 1979-1988**
Including:
- Agenda and Minutes of MELCOS Meetings
- Correspondence
- Notes and Drafts
- Handbooks for Overseas Students
Date Range: 3 October 1979 - 30 May 1988
- SERIES 12** **PUBLISHED MATERIAL AND MEMORABILIA**
- BOX 34** **AUSTRALIAN-ASIAN ASSOCIATION PUBLICATIONS**
- 12/1** **Miscellaneous Australian-Asian Association Publications**
Including:
- Bulletin of the Australian-Asian Association May 1957 - June 1962,
September 1977 - June 1981. Incomplete September 1979, July 1980
- Australian-Asian Association Newsletter October 1964 - February
1977. Incomplete
- Views The Australian-Asian Association February, May, August,
November/December 1984
- "The Generational Gap and Australian-Asian Relations", ed. J.

UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION

Jordans

- Australian-Asian Association of W.A. News 1983-1984
(incomplete)

BOX 35 **PUBLICATIONS A-F**

Note: The following publications are arranged alphabetically according to title. It appears that the earlier published material was either destroyed or has been retained elsewhere

12/2 **ACC Newsletter**
- ACC Newsletter March, June, December 1984

12/3 **AIA News**
- The Australian Indonesian Association of Victoria News June, August 1981, February, March, April, May 1983
- AIA Journal August 1981

12/4 **Asia Today**
- Asia Today monthly publication No. 1 - No. 3. 1983

12/5 **Asian Studies Association of Australia Review**
- Asian Studies Association of Australia Review Vol.6, No.3, April 1983

12/6 **Australia-China Friendship Society**
- Australia-China Friendship Society Victorian Bulletin February, March, April, May, June, July, September, October 1983, March, June, July, September, October 1984

12/7 **Australia-China Newsletter**
- Australian-China Newsletter August 1981, January, May, August, November 1983

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 12/8** **Australia-China Review**
- Australia-China Review August 1981, February, August, November 1983. January, February, May, August, November 1984
- 12/9** **The Link. Australia-Japan Society Newsletter**
- The Link. Australia-Japan Society Newsletter June and October 1981
- 12/10** **Australian Foreign Affairs Record**
- Australian Foreign Affairs Record Index 1983, Vol. 54 No. 1, January 1983, Vol. 55 No.8, August 1984, Vol. 55 No. 9 September 1984, Vol. 55 No. 11 1984
- 12/11** **Chinese Fellowship of Victoria Newsletter**
- Chinese Fellowship of Victoria Newsletter June - December 1983, January - December 1984 (complete)
- 12/12** **The Economic Record**
- The Economic Record December 1982 and March 1983
- 12/13** **Free China Weekly**
- Free China Weekly 7 June 1981, 6 February, 3 April, 17 April, 24 April, 1 May, 8 May, 22 May 1983
- BOX 36** **PUBLICATIONS I-M**
- 12/14** **India News**
- India News from High Commission of India, Canberra 10 April, 21 May, 22 May, 25 May, 29 May, 7 June, 15 June, 25 June, 5 July, 20 July, 1 November, 20 November 1984
- 12/15** **Indian and Foreign Review**
- Indian and Foreign Review Vol.21, No.6, 15 Jan - Vol.21, No.23, 30 September 1984 (complete except No.14 and No.15), Vol.22, No.1, 31 October 1984

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 12/16** **Indonesian Development News**
- Indonesian Development News November 1982, January, February, March, April 1983
- 12/17** **Japan Echo**
- Japan Echo Vol.IX, No.4, 1982, Vol.X, No.1, Spring 1983, Vol.X, No.2, 1983, Vol.X, No.3, 1983, Vol.X, No.4, 1983, Vol.X Special Issue, 1983, VolXI, Special Issue, 1984
- 12/18** **Japan Information Service Newsletter**
- Japan Information Service Newsletter January - December 1983 (except October and November), January - December 1984 (except February, April, May, August)
- 12/19** **Majalah Ikawiria**
- Majalah Ikawiria produced by Indonesian Community Association of Victoria April - November 1984 (except August)
- BOX 37** **PUBLICATIONS O-Z**
- 12/20** **Overseas Trading**
- Overseas Trading Journal of the Department of Trading Vol.35, No.11, 3 June 1983 - Vol.35, No.24, 2 December 1983 and Vol.36, No.1, 20 January 1984 - Vol.36, No.24, 7 December 1984. (except Vol 36, No.7 and Vil.36, No.12.)
- 12/21** **Pacific Friend**
- Pacific Friend. Photos of Japan March and April 1983
- 12/22** **Plan Australia News**
- Plan Australia News No.10 Autumn 1983, No.13 Summer 1983, No.14 Autumn 1984, No.15 Winter 1984, No.17 Summer 1984 (complete)

**UNIVERSITY OF MELBOURNE ARCHIVES
AUSTRALIAN-ASIAN ASSOCIATION**

- 12/23** **The Sri Lanka Club of Victoria Newsletter**
- The Sri Lanka Club of Victoria Newsletter March - August 1984
(complete)
- 12/24** **Tibet Information Service**
- Tibet Information Service February 1983
- 12/25** **Vellore Newsletter**
- Vellore Newsletter Friends of Vellore, Victoria Vol.20. No.4,
January 1983 - Vol.20, No.6, October 1983 and Vol.21, No.1,
February 1984 - Vol.21, No.6, December 1984 (complete)
- 12/26** **Victoria 150 News**
- Victoria 150 News February 1984 - October 1984 (complete)
- 12/27** **Miscellaneous Newsletters and Publications**
- BOX 38** **MEMORABILIA**
- 12/28** **Addresses given to the Australian-Asian Association 1964-1981**
Transcripts of Addresses delivered to the Association. Including
- "Community Involvement being Australian Relations with our
Asian Neighbours", by Lord Casey, 13 February 1964
- "Address", by General Jesus Vargas, Secretary-General of Seato, 3
July 1966
- "Address", by Major-General Ahmad Kosasih, Ambassador for
Indonesia, 22 July 1966
- "Address", by P.S. Ramon, High Commissioner for Singapore, 4
November 1970
- "Australia - Japan Partnership", by Shizuo Saito, Ambassador for
Japan, 2 March 1971
- "Address", by Vivadh Na Pombejra, Ambassador for Thailand, 8
November 1972
- "Address", by Sams Kibria, High Commissioner for Bangladesh, 14
June 1973
- "Address", by Aslam Malik, High Commissioner for Pakistan, date
unknown

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

- "Australia's Relations with Asia: Cliches and Reality", by Andrew Peacock, Minister for Foreign Affairs, 13 September 1976
- "Address", by Sir Zelman Cowen, Governor-General of Australia, on the occasion of the twenty-first anniversary Dinner of the Australian-Asian Association, 19 July 1978
- "Towards an Asean Community", by Rosalinda V. Tirona, Minister-Counsellor for the Ambassador for the Phillipines, 10 May 1979
- Dinner Speech by Tony Street, Minister of Foreign Affairs to the 25TH Anniversary Dinner of the Australian-Asian Association, 15 October 1981
- "Address", by H.E. Ha Jong Yoon, Ambassador for Korea, 6 August 1981

12/29 **Newspaper Clippings**

12/30 **Photographs**

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

INDEX TO RECORDS

Archival No.	Box No.	Description
<u>Series 1</u>	<u>Box 1</u>	<u>Australian-Asian Association Constitutional Matters and Amendments</u>
1/1		Constitution and Rules
1/2		Constitutional Amendments
1/3		General Information
<u>Series 2</u>		<u>Minutes of Annual General Meetings and Executive Committee Meetings</u>
		Australian-Asian Association Annual General Meetings
2/1		Minutes of Annual General Meetings 1957-1970
2/2		Minutes of Annual General Meetings 1971-1979
2/3		Minutes of Annual General Meetings 1980-1981
2/4		Annual General Meeting Material 1971-1979
2/5	<u>Box 2</u>	Minutes of Annual General Meetings 1980-1984
2/6		Miscellaneous duplicates of Annual General Meetings 1956-1972
		Australian-Asian Association Executive Committee Meetings
2/7		Minutes of Provisional Committee Meetings 1956-1964
2/8		Minutes of Executive Committee Meetings 1960-1964
2/9	<u>Box 3</u>	Minutes of Executive Committee Meetings 1964-1969

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

- 2/10 Minutes of Executive Committee Meetings 1975-1978
2/11 Minutes of Executive Committee Meetings 1979-1982

Series 3

Australian-Asian Association General Correspondence

Box 4

General Correspondence 1957-1971

- 3/1 General Correspondence 1957
3/2 Library Correspondence 1957-1974
3/3 General Correspondence 1958
3/4 Correspondence Thailand Social Worker Project
1958-1962
3/5 Correspondence Australian/Japanese Children 1960-
1971
3/6 General Correspondence 1961
3/7 General Correspondence 1962
3/8 General Correspondence 1964-1965
3/9 Correspondence regarding White Australia Policy
1965-1978
3/10 General Correspondence 1966
3/11 General Correspondence 1967
3/12 General Correspondence 1968
3/13 General Correspondence 1969
3/14 General Correspondence 1970
3/15 General Correspondence 1971

Box 5

General Correspondence 1972-1975

- 3/16 General Correspondence 1972
3/17 General Correspondence 1973
3/18 General Correspondence 1974
3/19 General Correspondence 1975

Box 6

General Correspondence 1976-1978

- 3/20 General Correspondence 1976
3/21 General Correspondence 1977
3/22 General Correspondence 1978

Box 7

General Correspondence 1979-1981

- 3/23 General Correspondence 1979
3/24 General Correspondence 1980
3/25 General Correspondence 1981

Box 8

General Correspondence 1964-1988

- 3/26 Executive Committee Correspondence 1964-1980
3/27 General Correspondence 1981-1983
3/28 Correspondence regarding the Silver Jubilee 1981-

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION
1988

Series 4

Australian-Asian Association Financial Material

Box 9

Australian-Asian Association Cheque Butts

4/1-4/3 Cheque Butts 1973-1978

**Australian-Asian Association Cheque
Deposit Books**

4/4-4/8 Cheque Deposit Book 1969-1978

Australian-Asian Association Bank Statements

4/9 Bank Statements 1970-1976

Box 10 Australian-Asian Association Receipt Books

4/10 Receipt Book No. 101-208, 1958

4/11 Receipt Book No. 201-364, 1958

**Australian-Asian Association Analysis of Receipts
and Expenditure**

4/12 Analysis of Receipts and Expenditure 1964-1970

4/13 Analysis of Expenditure 1971-1976

4/14 Ledger 1965-1970

4/15 Ledger 1970-1974

4/16 Analysis of Receipts and Cheques Drawn 1965-1971

4/17 Analysis of Receipts and Cheques Drawn 1973-1981

Box 11 Statement of Receipts and Payments

4/18 Statement of Receipts and Payments 1968-1977

4/19 Statement of Receipts and Payments 1978-1981

Box 12 Miscellaneous Receipts 1968-1971

4/20 Miscellaneous Receipts 1968

4/21 Miscellaneous Receipts 1969

4/22 Miscellaneous Receipts 1970

4/23 Miscellaneous Receipts 1971

Box 13 Miscellaneous Receipts 1972-1981

4/24 Miscellaneous Receipts 1972

4/25 Miscellaneous Receipts 1973

4/26 Miscellaneous Receipts 1974

4/27 Miscellaneous Receipts 1976

4/28 Miscellaneous Receipts 1977

4/29 Miscellaneous Receipts 1979-1981

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

Box 14 Other Financial Material

4/30	Financial Year Diary 1980-1981
4/31	Taxation Returns 1958-1977
4/32	Employee Wage Material 1958-1978
4/33	Balance Sheets and Accounts 1957-1974
4/34	Tax Deductions on donations 1957-1971
4/35	Miscellaneous Prospectus 1978
4/36	Insurance 1958-1976
4/37	Lease of premises 1974-1981
4/38	Mail Remittance Book 1982-1983
4/39	Estate of Lady Booth
3/40	Banking and Investments
3/41	Income Tax

Series 5

Australian-Asian Association Membership Material

On shelf

Register of Members and Subscriptions

5/1	Register of Membership and Subscription Record 1956-1958
5/2	Register of Membership and Subscription Record 1959-1961
5/3	Register of Membership and Subscription 1962-1963

Membership Subscription Receipt Books

5/4	Membership Subscription Receipt Book 1967
5/5	Membership Subscription Receipt Book 1967-1968
5/6	Membership Subscription Receipt Book 1968-1969
5/7	Membership Subscription Receipt Book 1969
5/8	Membership Subscription Receipt Book 1969-1970
5/9	Membership Subscription Receipt Book 1970-1971
5/10	Membership Subscription Receipt Book 1971-1972
5/11	Membership Subscription Receipt Book 1972-1973
5/12	Membership Subscription Receipt Book 1973
5/13	Membership Subscription Receipt Book 1974-1975
5/14	Membership Subscription Receipt Book 1975
5/15	Membership Subscription Receipt Book 1975-1976
5/16	Membership Subscription Receipt Book 1976-1977
5/17	Membership Subscription Receipt Book 1977-1978
5/18	Membership Subscription Receipt Book 1978-1979
5/19	Membership Subscription Receipt Book 1979
5/20	Membership Subscription Receipt Book 1979-1980

Box 15 Membership Subscriptions Slips 1964-1973 (arranged according to surname)

5/21	Membership Subscription Slips A-B
------	-----------------------------------

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

5/22 Membership Subscription Slips C-D
5/23 Membership Subscription Slips E-F
5/24 Membership Subscription Slips G-H
5/25 Membership Subscription Slips I-K

5/26 **Box 16** Membership Subscription Slips L-M
5/27 Membership Subscription Slips N-R
5/28 Membership Subscription Slips S-T
5/29 Membership Subscription Slips U-Z

5/30 **Box 17** Membership Cards 1974-1981

Membership Application Forms 1957-1964

5/31 Membership Application Forms 1957-1958
5/32 Membership Application Forms 1958
5/33 Membership Application Forms 1959
5/34 Membership Application Forms 1960
5/35 Membership Application Forms 1961
5/36 Membership Application Forms 1962
5/37 Membership Application Forms 1963

Box 18 Membership Application and Renewal Matters 1965-1968

5/38 Membership Application and Renewal Matters 1964
5/39 Membership Application and Renewal Matters 1965
5/40 Membership Application and Renewal Matters 1966
5/41 Membership Application and Renewal Matters 1967
5/42 Membership Application and Renewal Matters 1968

Box 19 Membership Application and Renewal Matters 1969-1974

5/43 Membership Application and Renewal Matters 1969
5/44 Membership Application and Renewal Matters 1970
5/45 Membership Applications and Renewal Matters 1971
5/46 Renewal Matters regarding Corporations 1971
5/47 Membership Applications and Renewal Matters 1972
5/48 Renewal Matters regarding Corporations 1972
5/49 Membership Applications and Renewal Matters 1973
5/50 Membership Applications and Renewal Matters 1974

Box 20 Membership Application and Renewal Matters 1975-1983

5/51 Membership Applications and Renewal Matters 1975
5/52 Membership Applications and Renewal Matters 1976
5/53 Membership Applications and Renewal Matters 1977
5/54 Membership Applications and Renewal Matters 1978
5/55 Renewal Matters regarding Corporations 1978-1979
5/56 Membership Applications and Renewal Matters 1979
5/57 Membership Applications and Renewal Matters 1980

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

5/58 Membership Applications and Renewal Matters 1981
5/59 Corporate Membership Drive 1981

5/60 **Box 21** Membership Applications and Renewal Matters 1982
5/61 Membership Applications and Renewal Matters 1983

Other Membership Material

5/62 Membership Sub-Committee Material 1964-1981
5/63 Honorary Life Membership 1965-1981
5/64 Corporate Membership Material 1968-1974
5/65 Corporate Membership Material 1975-1979
5/66 Membership and Subscription Lists 1964-1978
5/67 Membership and Subscription Lists 1980-1985
5/68 New Membership Lists 1964-1972
5/69 New Membership Lists 1973-1983
5/70 New Addressograph Plates and Frames 1971-1981

5/71 **Box 22** Membership Subscriptions 1981
5/72 Membership Lists 1981-1982
5/73 Corporate Subscriptions and Resignations 1981-1983
5/74 Membership File 1983
5/75 Membership File 1984

Series 6

Australian-Asian Association Women's Group

Box 23 Women's Group Constitution

6/1 Women's Group By-Laws

Women's Group Minutes of Meetings and Annual Reports 1957-1981

6/2 Women's Group Minute Book 1957-1968

6/3 **Box 24** Women's Group Annual General Reports 1957-1970

6/4 Women's Group Minutes of Meetings and Annual Reports 1972-1981

6/5 Women's Group Minutes of Meetings and Annual Reports 1981-1984

Women's Group Correspondence

6/6 Women's Group General Correspondence 1957-1958

6/7 Women's Group Correspondence regarding "Dried Milk for India" 1960-1968

6/8 Women's Group Correspondence regarding Hua Hsing Children's Home 1961-1968

6/9 Women's Group General Correspondence 1968-1976

6/10 Women's Group Correspondence regarding Children's

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

Art Exhibition 1970-1971

6/11 Women's Group regarding Alfred Hospital Cardiac Patients 1971-1975

6/12 **Box 25** Women's Group General Correspondence 1977-1981

6/13 Women's Group General Correspondence 1979-1985

Women's Group Financial Material

6/14 Women's Group Cheque Butts 1961-1963

6/15 Women's Group Cheque Butts 1966-1968

6/16 Women's Group Cheque Butts 1966

6/17 Women's Group Deposit Book 1967-1970

6/18 Women's Group Bank Statements 1963-1968

6/19 Women's Group Statement of Receipts and Payments 1965-1972

6/20 Women's Group Financial Matters and Expenditure 1963

6/21 Women's Group Financial Matters and Expenditure 1968

6/22 Women's Group Financial Matters and Expenditure 1969

6/23 Women's Group Financial Matters and Expenditure 1970

Women's Group Functions

6/24 Women's Group Christmas Party 1961-1972

6/25 Women's Group Functions 1968-1980

Miscellaneous

6/26 Women's Affairs

On shelf Women's Group Receipt Book

6/27 Women's Group Receipt Book 1964-1970

Series 7

Australian-Asian Association Functions Committee

Box 26 Functions Committee Minutes of Meetings 1962-1981

7/1 Functions Committee Minutes of Meetings 1962-1969

7/2 Functions Sub-Committee Minutes of Meetings 1970-1977

7/3 Functions Sub-Committee Minutes of Meetings 1980-1981

Functions and Events 1958-1975

7/4 Functions and Events 1958

7/5 Functions and Events 1961-1969

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

7/6 Functions and Events 1974
7/7 Functions and Events 1975
7/8 Functions and Events 1976

Box 27 Functions and Events 1976-1979

7/9 Art Exhibition and Awards 1976
7/10 Late Afternoon Gatherings 1976-1980
7/11 Functions and Events 1977
7/12 Functions and Events 1978
7/13 Asian Happening 1978
7/14 Anniversary Dinner 1978
7/15 Functions and Events 1979
7/16 Film and Talk by Dr. Michael Toole 1979

Box 28 Functions and Events 1980-1984

7/17 Functions and Events 1980
7/18 Functions and Events 1981
7/19 Silver Jubilee Appeal 1981
7/20 Functions and Events 1982
7/21 Functions and Events 1983-1985
7/22 Advertising Offers 1983/1984

Seminars and Conferences

7/23 Tour Material 1960
7/24 5th Asian-Pacific Congress of Gastro-Enterology 1976
7/25 Asian Happening 1980-1981
7/26 China Symposium 1980-1981
7/27 "India Today" Symposium Minutes of Meetings and
Correspondence 1983
7/28 "India Today" Symposium Financial Material 1983
7/29 "India Today" Symposium General Material

Series 8

Australian-Asian Association Geelong Branch

8/1 **Box 30** Geelong Branch Constitution and Objects
8/2 Geelong Branch Minutes of Meetings and
Correspondence 1957-1981

Series 9

**Australian-Asian Association Younger Members'
Group**

9/1 Junior Group Correspondence and Newsletter 1959-
1967
9/2 Younger Members' Group Correspondence and

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

- Meetings 1977-1980
- 9/3 Younger Members' Group Correspondence and Meetings 1981-1983
- 9/4 Younger Members' Group Functions Material 1978-1981
- 9/5 Younger Members' Group Financial Material 1979-1983
- 9/6-9/10 Younger Members' Group Cheque Butts 1978-1983
- 9/11-9/12 Younger Members' Group Deposit Pay-In Book 1978-1983

Series 10

Other Australian-Asian Association Sub-Committees

Box 31 Host Family Scheme Sub-Committee

- 10/1 Host Family Scheme Sub-Committee Minutes of Meetings 1974-1980
- 10/2 Host Family Scheme Sub-Committee Financial Material 1971-1980
- 10/3 Host Family Scheme Sub-Committee Correspondence 1967-1981
- 10/4 Host Family Scheme Sub-Committee Miscellaneous 1978-1980

Other Sub-Committees

- 10/5 Sub-Committee Composition 1978-1981
- 10/6 Fund Raising Sub-Committee Material 1961-1962
- 10/7 Welfare Sub-Committee Material 1965-1970
- 10/8 Finance Sub-Committee Material 1965-1980
- 10/9-10/11 Publicity Sub-Committee Material 1966-1981
- 10/12 Projection Sub-Committee Material 1974-1976
- 10/13 Forward Planning Sub-Committee Material 1976-1978
- 10/14 China Seminar Organising Sub-Committee 1980
- 10/15 "Promote Friendship Between Migrants" Committee 1980
- 10/16 Proposal to Establish an Asian Centre in Melbourn 1964-1966

Series 11

Box 33 Subject Files

Australian Council for Overseas Aid

- 11/1 ACFOA Minutes of Meetings 1964-1971
- 11/2 ACFOA Correspondence 1964-1971

AUSTRALIAN-ASIAN ASSOCIATION COLLECTION

11/3	ACFOA Seminars 1966-1971
11/4	ACFOA Reports and Publications
11/5-11/6	Conference Material 1975 and 1979
11/7	Miscellaneous Material
11/8	Brochures and Background Notes
11/9	Victorian Prizes 1966-1983
11/10	Welfare Projects 1971-1981
11/11	Melbourne Council for Overseas Students 1979-1988

Series 12

Published Material and Memorabilia

Box 34 Australian-Asian Association Publications

12/1	Miscellaneous copies of the Bulletin of the Australian-Asian Association, Newsletter and other publications
------	---